

## **JOB TITLE: SPECIAL EDUCATION EDUCATIONAL ASSISTANT**

**Reports to:** Building Principal for day to day personnel decisions; Director of Special Education for program decisions; Special education teacher for day to day activities involving IEP implementation and daily duties.

**Job Summary:** Provide assistance to teachers in meeting the physical and instructional needs of students with disabilities.

### **Essential functions of the job may include but are not limited to the following:**

- Work with individual students or small groups to reinforce motor, academic, social, self-care or communication skills under the direction of the teacher.
- Assisting the teacher(s) in devising strategies for reinforcing skills based on understanding of students needs, interests and abilities.
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional need.
- Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, and positioning.
- Assist students with physical needs and personal care, including feeding, toileting needs and personal hygiene.
- Assist students while in mainstream classes.
- Assist students in test taking and/or reading the test to them.
- Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior using Crisis Prevention and Intervention strategies as needed.
- Guide students in working and playing appropriately.
- Assist with large group activities such as drill work, reading aloud, storytelling, and field trips.
- Assist and supervise students throughout the school day, inside and outside the special education classroom. This includes lunchroom, bus and playground duty.

### **Other functions of the job include but are not limited to the following:**

- Completion of tasks related to students to whom assigned such as:  
Recording classroom lecture notes, writing notes or feedback regarding students in the classroom, recording specific data pertaining to a student in the classroom, modifying an assignment or assessment (chunking into smaller sections, adding multiple choice answers, reducing number of choices in a multiple choice test), or assisting a student by writing or typing for them.
- Participate in daily and long range lesson and classroom activity planning when requested.
- Participate in staff development training programs as assigned.
- Assist teacher in maintaining classroom materials, equipment and facilities in an appropriate manner.
- Perform other general duties to accomplish the objectives and goals of the program.

## **SPECIAL EDUCATION PARAPROFESSIONAL**

### **Knowledge, Skills and Abilities Required:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum high school diploma or equivalent and AA degree or 60 semester college credits or pass the para pro test.
- Six months experience working with children or six months of post secondary education in the areas of early childhood, speech pathology, education special education or other similar field of study may be substituted for experience,
- Ability to positively work with children with disabilities.
- Ability to work with behaviorally challenging students including those who may be physically and verbally aggressive.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively.
- Ability to work as a team member with staff and parents.
- Ability to understand and follow data privacy rules and regulations related to students.
- Must have the ability and proven record of reporting to work on a regular and punctual basis.

### **Physical Requirements:**

- Physically capable of meeting all performance responsibilities required with students, including frequent standing, and walking, stooping, bending, kneeling, pushing and pulling and regular heavy lifting of students.
- Ability to lift up to 50 lbs. and/or up to adult-size body weight with two to three person lift.
- Ability to support student's full body weight up to adult size.