

**TITLE: SPECIAL EDUCATION PROGRAM  
ASSISTANT**

**QUALIFICATIONS:** High School Diploma

**REPORT TO:** Special Education Instructional Teacher, Building Principal,  
and Special Education Director

**WORK YEAR:** 174 Days

**SALARY:** Hourly

**JOB DESCRIPTION:** To provide assistance under the direction of the teacher and  
administration to the students in the Instructional Program.

***Primary Responsibilities:***

1. Works with individual students or small groups on lessons and/or projects under direction of teacher.
2. Maintains and assists with the behavior program and classroom management designed by the classroom teacher to maintain consistency with students.
3. Assists with maintaining accurate records for monitoring student progress. Also, may assist with preparing materials, modification of lessons, homework or tests and other interventions under supervision of teacher.
4. Assists in providing an appropriate and successful learning environment (i.e. room decorations, field trips, etc.). Also, may attend mainstream classes to assist students.
5. Maintains classroom activities when teacher is temporarily called out of the classroom.
6. Assists in the supervision and instruction as directed of students.
7. Knows and follows District policies and school and classroom rules.
8. Observes policy of confidentiality regarding knowledge of students.
9. Participates in parent conferences, IEP/annual reviews, MDC and inservice sessions as directed by teacher or administrator.
10. Communicates with the classroom teacher regarding observations of students, changes in behavior or learning, incidents, and ideas for program improvement.
11. Performs other appropriate teacher assistant responsibilities as needed to implement the program.

1/10 (REVISED)