

## EDUCATIONAL ASSISTANT – SPECIAL EDUCATION

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| <b>SPA License Status:</b>  | <i>Licensed/Contract</i>                      |
| <b>SPA Probation:</b>       | <i>One Year, if applicable</i>                |
| <b>FLSA Status:</b>         | <i>Non-Exempt</i>                             |
| <b>Supervisor:</b>          | <i>Principal</i>                              |
| <b>Supervises:</b>          | <i>None</i>                                   |
| <b>Salary Schedule:</b>     | <i>Classified Personnel- Paraprofessional</i> |
| <b>Terms of Employment:</b> | <i>7 hours / 9 months</i>                     |

### **Minimum Qualifications**

1. *Must possess Associates degree or higher OR 48 credit hours from an accredited college/university; or pass the Para Pro test or*
2. *Must possess or be eligible to obtain educational assistant licensure issued by the New Mexico Public Education Department*
3. *Experience as an educational assistant (preferred)*
4. *Bilingual and Biliterate in English and Spanish (preferred)*

### **Job Duties**

1. *Assist the teacher in selecting, planning, organizing, and evaluating instructional materials*
2. *Participate actively in staff development and implementing learned strategies into the curriculum*
3. *Assist in working with individual students on a one-to-one basis, with small groups and whole class in an in-person or remote learning situation*
4. *Assist students with severe developmental and communication delays, lack of social interaction and behavioral concerns to implement modification and master individual instructional goals*
5. *Reinforce skills and units of instruction that have been taught by the teacher*
6. *Assist students with integrating technology and educational media into the curriculum*
7. *Assist with testing and scoring objective measurement instruments and work assignments*
8. *Incorporate behavioral strategies, personal/hygiene/toileting care, and social skills development for students on a daily basis.*
9. *Perform basic clerical duties, filing and copying in support of instructional needs, help with inventory and maintenance of equipment and student records/reports*

10. Assist in non-instructional duties, including but not limited to, hall, lunchroom, and ground monitoring
11. Adapt to serve a diverse population with varying needs in often stressful situations
12. Follow directions established by the teacher
13. Attend parent conferences/meetings as requested by the teacher
14. Assist with the implementation of all aspects as required by the student's Individual Education Program (IEP)
15. May require the ability to and/or assist with lifting/carrying more than 50 pounds, lifting students, pushing/pulling wheelchair, personal hygiene (toileting, diapering, etc.)
16. May require bending, reaching, standing, kneeling, and squatting
17. May require certification in CPR (Cardio-Pulmonary Resuscitation) and CPI (Crisis Prevention Intervention) as provided by the District
18. Attends required professional development trainings
19. Exhibit professionalism by maintaining good attendance and adhering to contract hours
20. Communicates and displays courteous and professional behavior toward the immediate supervisor, school and district administrators, staff, peers, students, parents and the public
21. Agrees to fulfill performance responsibilities in location(s) assigned
22. Adhere to educational guidelines as defined by the New Mexico Public Education Department
23. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act
24. Comply with the Code of Ethics, School Board Policy, administrative directives, local, state, federal, regulations, rules, and statutes
25. Performs such other tasks as may be assigned within the parameters of the job description and job analysis

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#### **Program Specific Requirements:**

**18-21 Program to Include:** Assist with community-based instruction, transportation, work experience, community participation, recreation and leisure, assessing adult services, independent living skills for individuals and small groups of students; interacts with site-supervisor, teachers and parents, as assigned by supervising teacher; assumes responsibility for tasks under the direct supervision of a certified teacher who meets the requirements of "highly qualified teacher", or site supervisor with a high degree of independent judgement, releasing the teacher from routine tasks.

**Developmentally Delayed (DD) Preschool to include:** Agree to complete FOCUS required professional development within two (2) years of hire and continue with refresher courses as needed or as required.

**Low Incidence Programs:** Life Skills Classroom (LSC), Developmental Skills Classroom (DSC), and Structured Communication Classroom (SCC) Programs to include: Assist with community-based instruction, independent living skills for individuals and small groups of students that may or may not include feeding, diapering, personal hygiene, transferring students, etc.; collecting data.

**One to One Educational Assistants (EA):** Educational Assistants may be assigned to an individual student for purposes outlined in the student's IEP. The EA's responsibilities may also include classroom duties/tasks, and support of other students in the classroom as directed by the classroom teacher. This EA's duties may include personal hygienic care and/or behavioral support, as related to the student's needs.

**Mental Health/Academic Transition Program and Therapeutic Learning Classroom Assistants (Behavior):** These programs are designed to facilitate the behavioral health and academic needs of the students as outlined in their IEP. The EA's responsibilities will be to assist the teacher and mental health staff to implement the behavioral health and instructional needs and goals of the students under direct supervision. Agree to complete the required forty hours of certified Registered Behavior Tech (RBT) training, within the first semester of hire and continue with refresher courses as needed or as required.

**Itinerant Educational Assistant (EA):** Assists with instructional support and classroom management for individual students and small groups of students; collaborates with site & immediate supervisor, teachers, and parents, as assigned by supervising teacher; assumes responsibility for tasks under the direct supervision of a certified teacher who meets the requirements of "highly qualified teacher", with a high degree of independent judgment, releasing the teacher from routine tasks. The assistant is assigned to schools for short placements throughout the school year as additional support in classroom as needed and assigned by the SPED Department.

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#### **MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS**

Various machines, equipment and work tools commensurate with the responsibilities of the job and scope of work.

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#### **WORKER TRAITS—Aptitudes**

1. Verbal ability required to understand oral and written instructions
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
4. For further information regarding worker traits, please see attached job analysis

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#### **EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC Agreement on evaluation of classified personnel.

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I accept this position offered and agree to the above special education job description.  
Furthermore, based on the needs of the District I may be required to assume other special

*education assistant duties and work in alternate assignments that are equivalent in compensation.*

*Print Name*\_\_\_\_\_

*Signature*\_\_\_\_\_ *Date*\_\_\_\_\_

*Approved by*\_\_\_\_\_ *Date*\_\_\_\_\_

