

MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

Classified Staff Job Description



Title: Special Education Assistant

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
Student Support Services	SSS Asst. Director/ School Principal	Non-Exempt

Class Summary: Under supervision performs a variety of teaching support functions in a preschool/elementary, emotionally disturbed/behaviorally disordered or self-contained environment. Assists Special Education instructors in planning and implementing student Individualized Education Plans (IEP's), provides teaching assistance to individual students and/or small groups, and provides requisite student care as necessary to ensure the effective delivery of student learning activities.

Distinguishing Characteristics:

Duty No.	Essential Duties	Frequency	Band/Grade
1	Enters student Individualized Education Plans (IEP's) into a computer system and prints student data files/ information according to established procedures.	Daily	A1
2	Prepares and returns materials for classroom use and related activities. Locates necessary supplies (e.g. books, movie projectors and VCRs), reproduces class notes and/or handouts, prepares bulletin boards and craft projects and cleans/organizes classroom upon completion of daily activities.	Daily	A1
3	Provides attendant care for moderately and severely handicapped and/or emotionally disturbed/behaviorally disruptive students throughout the course of the school day. May assist students off/on buses; monitor student activities and safety during class, recess, lunch breaks and field trips; and assist with feeding, dressing and toileting needs.	Daily	A1
4	Professional staff by typing, filing, duplicating and organizing materials for distribution; grades student projects/exams using specified criteria; maintaining attendance records; and assisting instructors and/or professional staff with screening and testing procedures for students referred for Special Education.	Daily	A1
5	Assists Special Education instructors in planning and implementing student Individualized Education Plans (IEP's). Provides teaching assistance to individuals and/or small groups in a variety of educational areas; monitors student performance; and provides information.	Daily	A1/ B2
6	Assists Special Education instructors in scheduling parent conferences, Individualized Education Plan meetings with professional staff and student visits to school nurse.	As Needed	A1
7	May be required to provide other administrative assistance (e.g. proctoring student detentions, picking-up student prescriptions and transporting/accompanying students to therapy sessions/jobs.	As Needed	A1
8	May be directed by Supervising teacher to make phone contacts concerning meetings, however, all programmatic communication flows between teacher and parents.	Daily	A1
9	Other duties as assigned.	As Needed	

Knowledge: Applicants must be Highly Qualified. *Highly Qualified means you have met the paraprofessional requirements as defined by No Child Left Behind (NCLB). The NCLB minimum requirements for paraprofessionals are defined in NCLB Sections 1119(f) and 1119(c)(1) as:

- High school diploma or GED, **AND**
- Two years of college (at least 48-semester hour credits); **or**
- Associate's (or higher) degree; **or**
- Pass the Para Pro Assessment and the Paraprofessional Standards Checklist.

Skills (position requirements at entry):

Training and Experience (position requirements at entry): Previous education, training, work or life experience which provides reasonable evidence of the successful performance of the various tasks listed. Such experience may be evidenced by six (6) months of providing attendant care within an emotionally disturbed/behaviorally disordered and/or self-contained environment.

Licensing Requirements (position requirements at entry): A valid Alaska Driver's License.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is frequently required to stoop, kneel, crouch, or crawl to assist students. The employee continuously uses hand-strength to grasp items such as classroom supplies, feeding instruments, or testing material. The employee will occasionally lift, carry, push and/or pull to 40 lbs, such as a wheelchair, student, or other assistive devices. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Medium Work:

- **Lifting/carrying** a maximum weight of 40 pounds (lbs.) occasionally (less than 33% of the time, or 1-100 times per day to move objects
- **Pushing** a maximum force of 40 ft./lbs. to move objects
- **Pulling** a maximum force of 40 ft./lbs. to move objects
- **Dynamic Lifting Criteria:**

Floor to Knuckle	25	LBS
12" to Knuckle:	40	LBS
Knuckle to Shoulder:	--	LBS
Shoulder to Overhead:	--	LBS

This position requires a pre-employment physical screening, completed within 3 business days of the anticipated start date.

Classification History:

Adopted PMH 01/21/03
Revised KG 09/10/09
Revised KG 01/15/21