



*Providing rigorous,
authentic, personalized
learning, utilizing the local
and global community.*

Monticello Community School District

850 East Oak Street
Monticello, Iowa 52310

www.monticello.k12.ia.us

Phone: (319) 465-3000 Fax: (319) 465-6050

Dr. Brian Jaeger, Superintendent

Title: Special Education Program Associate

Reports To: Building Principal

Days of Service: August – May/June

Daily Hours: Hours and work year is established by the Superintendent with the approval of the Board of Directors. Summer hours may vary.

Status:	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
	<input type="checkbox"/> Hourly	<input checked="" type="checkbox"/> Salary
	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
	<input type="checkbox"/>	<input type="checkbox"/>

Date Revised: 06/2024

Job Summary:

Provides assistance to licensed instructional or support staff in the delivery of program-specific services. Serves early childhood special education or K-12 students, school programs, or a variety of student needs. Under the direction of licensed teaching staff, assists to provide instructional social, emotional, and behavioral programming which has been designed to meet program students entitled to special education programming unique educational needs.

Essential Functions:

Under the general direction of, and in conjunction with, licensed staff:

- Assists in providing academic, behavior management, crisis intervention and/or other educational service support in structured individualized or group setting(s).
- Assists in providing individual and/or group instruction under the direction of the classroom teacher.
- Assists in implementing, adapting, or developing curriculum materials under the direction of the classroom teacher.
- Assists to document and monitor child or student performance.
- Collaborates with the team in planning and implementing educational and behavioral interventions, social-emotional, and behavioral interventions for individuals and groups of students.
- Completes clerical duties related to educational programming, instruction and/or classroom management including, but not limited to, materials

- preparation, communications, and recordkeeping related to student attendance, performance, behavioral incidents, etc.
- Provides support and assists with supervision of students in various settings.
- Assist in record keeping and data collection on individual student goal areas.
- Modify and adapt academic assignments to meet individual student needs under the director of the classroom teacher.
- May assist with helping students with their clothing, personal hygiene, eating, basic classroom routine, etc. Additional information will be provided at the interview based on the needs of the individual student.
- Participates in projects, committees, or activities to support the mission of the program, building, or school district.
- Participates in staff development and professional growth activities.
- Develops and maintains proper and adequate records and documentation in accordance with district policies and procedures.
- Performs such other duties as may be assigned.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

Education and Licensure:

- High School Diploma or equivalent
- Paraeducator certification preferred

Knowledge and Skills:

- Fluency with relevant technology, including, but not limited to word processing, internet, iPad applications, and email.
- Excellent verbal and written communication skills.
- Ability to maintain effective working relationships, function as a team player, and work collaboratively with others.
- Ability to maintain confidentiality.
- Ability and willingness to be flexible and respond to the changing needs of students and the district.
- Ability to prioritize and coordinate multiple tasks.
- Ability to convey a positive and professional image to students, families, and colleagues.
- Ability to provide crisis intervention support.
- Ability to read and interpret documents, write reports, and correspondence.

PHYSICAL REQUIREMENTS: *(The physical demands 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.)*

Physical Activity	Amount of Time			
	N/A	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Climbing		X		
Balancing		X		

Stooping			X	
Kneeling			X	
Crouching			X	
Crawling		X		
Reaching			X	
Standing			X	
Walking			X	
Pushing			X	
Pulling			X	
Lifting up to 25 lbs			X	
Lifting up to 50 lbs		X		
Lifting up to 100 lbs	X			
Fingering - picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm		X		
Grasping		X		
Feeling - perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.		X		
Talking			X	
Hearing				X
Repetitive motions			X	
Visual:	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, using measurement devices.			

Working Conditions	Amount of Time			
	N/A	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Indoor environment				X
Outdoor environment			X	
Extreme temperatures		X		
Noise			X	
Vibration		X		
Subject to hazards, such as:				
- proximity to moving mechanical parts		X		
- Proximity to moving vehicles			X	
- Electrical current			X	
- Working in high places	X			
- Exposure to high heat	X			
- Exposure to chemicals		X		
Exposure to atmospheric conditions, such as:				

- Fumes		X		
- Odors		X		
- Dust		X		
- Mists	X			
- Gases		X		
- Poor ventilation	X			
Subject to oils or other cutting agents	X			
Required to wear respirator	X			
Work in close quarters, crawl spaces, shafts, or other spaces that may cause claustrophobia	X			
Exposure to infectious disease				X

TERMS OF EMPLOYMENT:

Salary, benefits, and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of the Anamosa Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

A signed copy of this job description should be placed in the employee's personnel file.