



*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](http://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.

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

**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 evaluation process in the Support Staff handbook.

**EQUAL EMPLOYMENT OPPORTUNITY:**

The Monticello Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies.

*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.*