

**JOB PROFILE: Special Education Assistant**

Reports to: Principal, Assistant Principal and Classroom Teacher

**Classification:** II-B

**Hours/Day:** 7

**Days/Year:** 189

<b><i>Purpose/Summary</i></b>
To provide support services for identified students assigned to select regular and/or special education environments; to work collaboratively with the Inclusion Facilitator, Special Education Teacher and Regular Education teachers to provide students with academic, emotional, social, behavioral and/or physical support.
<b><i>Essential Duties and Responsibilities</i></b>
<ul style="list-style-type: none"> <li>● Assist students with disabilities and their needs as defined in the Individualized Education Program (IEP).</li> <li>● Assist students with disabilities in attaining goals and reinforcing material initially introduced by the classroom teacher.</li> <li>● Facilitate accommodations, prepares adapted/modified materials and assists students with disabilities on completion of adapted/modified materials under the direction of the classroom teacher.</li> <li>● Foster and promote independence of students with disabilities at all times, without jeopardizing safety.</li> <li>● Facilitate the movement and provide supervisory assistance for students with disabilities throughout the building, playground, and/or bus in a safe manner, as directed.</li> <li>● Adapt to a flexible schedule as determined by the special education team or building administrator.</li> <li>● Serve as a resource person to the special education team, in collaboration with professional staff.</li> <li>● Provide data collection to Special Education team when requested.</li> <li>● Participate in meetings as required.</li> <li>● Complete and submit Access billing.</li> <li>● Fulfill other duties and tasks assigned by supervisors.</li> </ul>
<b><i>Education and/or Experience</i></b>
<ul style="list-style-type: none"> <li>● Minimum of 48 hours of college credit, Associates Degree preferred</li> <li>● Successful completion of a Pennsylvania State-approved competency assessment (ParaPro Assessment)</li> <li>● Minimum two years of experience in related field</li> </ul>
<b><i>Certifications, Licenses, Registrations</i></b>
<ul style="list-style-type: none"> <li>● CPR and AED Certifications required</li> <li>● Highly Qualified Status required (PA State mandated completion of 20 additional training hours)</li> </ul>

*Preparing All Students for Success in a Changing World*

- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education
- Act 168: Sexual Misconduct Abuse Disclosure Release

### **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Knowledge and Abilities**

Knowledge of current office technology devices and applications. Ability to think critically and problem solve. Ability to organize, manage and communicate electronically.

*Academic Skills* - Knowledge of K-12 Education and ability to understand, manage and organize resources to support the specific school. Ability to learn the use of new technological resources and tools with minimal training. Knowledge of special education and ability to adapt instruction as it relates to the regular classroom environment

*Language Skills* – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to communicate effectively with administration, staff and students.

*Math Skills* – Knowledge of arithmetic, algebra, geometry, statistics and their applications. Possess the ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Possess the ability to develop spreadsheets.

*Technology Skills* – Demonstrate competency with up-to-date computer software, including Word processing, Excel, and web page development. Familiarity with a variety of software programs provided by the District, or the ability to demonstrate the ability to learn these specific programs with minimal training. Ability to use online resources to enhance student learning. Ability to manage and manipulate large databases of information.

*Reasoning Abilities* – Ability to problem solve, multi-task and utilize time and resources properly. Ability to assist with the organization of information.

### **Other Skills and Abilities**

- Possess the ability to maintain a high emotional energy and display enthusiasm for the learning environment.
- Develop effective coping strategies for dealing with the high expectations, frequent demands and significant responsibility of supporting special education students.
- React quickly in volatile situations and maintain composure even under stressful conditions.
- Advocate for students to create a positive learning environment.

- Possess imagination, patience, creativity, sound judgment, logical reasoning and analytical and problem-solving capabilities.
- Make equitable decisions with sound emotional judgment.
- Concentrate with numerous interruptions.
- Maintain effective working relationships with students, parents, staff and the community.
- Perform duties with awareness of all District policies and obligations.

**Physical Demands**

*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. This position is considered to be a MEDIUM Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

**Work Environment**


The work environment may vary from a classroom setting to potentially very loud situations such as cafeterias or playground settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.

**Primary Work Location**

Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

Physical and Non-Physical Demands Key				
C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

Standing	F	Crawling	R
Sitting	F	Bending	F
Walking	F	Twisting	O
Lifting	F	Climbing	R
Carrying	O	Balancing	R
Pushing/Pulling	F	Vision	C
Reaching	F	Hearing	C
Handling	F	Talking	C
Fine Dexterity	C	Foot Controls	R
Kneeling	F	Teamwork	C
Crouching	F	Tedious or exacting work	F
Time Pressures	F	Noisy or distracting environment	F
Emergency Situations	O	Flexible work hours to accommodate building schedules and professional development	R
Frequent Change of Tasks	O	Multi-building travel to work area	R
Irregular Work Schedule/Overtime	N	Heavy Lifting	O
Multi-Tasking	F	Other (Specify):	

<p><i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i></p>	
Director of Human Resources Signature	
Date of Approval	4/30/2026