



AUXILLARY PERSONNEL POSITION DESCRIPTION

Position: Educational Assistant (Exceptional Education Department)

Work Schedule: Elementary – up to 32.5 hours per week
Secondary – up to 35 hours per week
Young Adult Program – up to 35 hours per week

Evaluation: after 90-days, thereafter bi-annual

Reports to: Building Administrator /Building Resource Teacher

Summary: To provide instructional support by assisting teachers and administrators in the delivery of individualized educational plans for students.

Essential Duties and Responsibilities:

Instructional Responsibilities

1. Establish and maintain an effective working relationship with the teacher(s) with the implementation of individual educational plans, recording data as required.
2. Develop an understanding of the students and their individualized educational plan, as to carry out the program and give input to its ongoing development.
3. Becomes familiar with the academic approach and requirements of the teacher(s) and the program, and all instructional, non-instructional, and adaptive materials and equipment utilized in the program.
4. Implements activities/skills developed by the teacher reflecting specific IEP goals and objectives.
5. Assist individual and small groups of students with academic/learning and/or vocational/job related tasks.
6. Performs self-help/personal hygiene tasks for and with students. This includes, but is not limited to, changing diapers and clothing, toileting, washing face/hands, feeding or assisting with feeding, etc.
7. Performs required health related procedures as directed and trained in accordance with the student's IEP and/or doctor's orders. This includes, but is not limited to, catheterization, replacing tubes, tracheotomy care, suctioning, etc.
8. Assists and supervises students during non-instructional and out-of classroom activities (e.g., in the lunchroom or hall, getting on/off the bus/during art, music, library or P.E. times, etc.) and as the teacher works with groups or individuals.
9. Assist with collection, preparation, duplication, and organization of needed instructional materials and equipment as well as with all duties required to maintain the facility, materials, and equipment in a clean and sanitary manner.
10. Assist with all duties required to meet the non-instructional needs of the students and the program including, but not limited to, collecting meals, snack or field trip money, taking attendance, correcting homework or in class work, maintaining daily/weekly checklists or charts, etc.
11. Communicates programmatic information to the teacher(s).
12. Assist with building based learning activities planned by the teacher.
13. Displays flexibility to adapt to the changing needs of the students.
14. Works to facilitate involvement of students with disabilities with general education activities.
15. Is prepared to ride the school transportation to provide assistance, instruction, and demonstrative responsible behavior.

Positive Behavioral Intervention and Supervision:

16. Cooperate with teacher(s) in implementing procedures for positive behavioral interventions.
17. Is responsible at times for students under teacher(s) direction.
18. Accepts child's feelings and guide him/her to appropriate behaviors.
19. Assists teacher(s) in arranging classroom to reduce inappropriate behaviors.
20. Provides a positive and appropriate role model.
21. Guide children in understanding and following clearly defined limits.

Personal and Ethical Responsibilities:

22. Maintains confidentiality of all information regarding the students, parents, staff, and classroom incidents.
23. Refrains from airing school problems and confidential matters, including personalities, outside of the school.
24. Follow daily schedules and procedures as assigned.
25. Discuss child's limitations only with the supervising teacher(s) and those directly involved with the child's educational program.
26. Discuss with the school personnel appropriate correspondence that will be made with the child's family or other outside individuals.
27. Discuss program concerns with the supervising teacher.
28. Act as a liaison between faculty and students. Build and maintain a positive rapport with the school community.
29. Follow other directives from the Building Principal that serves to improve services to the students and patrons of the Penn-Harris-Madison School Corporation.

Qualification Requirements:

1. Sixty credit hours of college or the ability to take and successfully pass the paraprofessional test.
2. Excellent interpersonal, communication, and organization skills.
3. General office skills (i.e. typing, filing, operation of duplicating equipment).

4. Entry-level computer skills (i.e. word processing, data entry).
3. Ability to maintain confidentiality.
4. Willingness to improve and/or develop job-related skills.
5. Excellent communication skills-oral, written, and interpersonal. Detail oriented.
6. Excellent work habits, attendance record and successfully complete and pass all criminal history and child abuse clearances.
7. Shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.

Physical Ability ~ Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- While performing the duties of this job, the employee is significantly required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, crouch or crawl, talk, and hear. The employee must be able to lift and/or move up to 60 pounds.

Sensory Requirements ~ Most tasks require visual perception and discrimination. All tasks require oral communications ability.

Environmental Factors ~ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Tasks are regularly performed without potential exposure to adverse environmental conditions, such as temperature and noise extremes, odors, humidity, vibrations, traffic hazards, or violence. Some daily exposure to risk of injury and/or illness.
- The noise level in the work environment is usually moderate; however, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range.

Mental Effort ~ Normal concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.

~ When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity ~

The Penn-Harris-Madison School Corporation will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

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