

**School Administrative Unit #21**  
**Job Description:**  
**Educational Associate Students with Educational Disabilities**

*Summary of Position:* This is a position to assist in the instruction, personal care, and supervision of students with educational disabilities in their educational settings.

*Desirable Experience:* High school graduate with two-year postsecondary desirable; experience with children and youth, preferably in a secondary school setting; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. .

*Essential Functions:*

Essential functions may include, but not be limited to the following:

- a) Become familiar with the student(s) IEP; and assist in its implementation
- b) Assist classroom teacher(s) and special educator(s) in individualized & group instruction
- c) Implement educational and behavioral strategies as specified in the IEP under the supervision of the classroom and special education teacher
- d) Participate in student data-collection and IEP meetings when appropriate
- e) Monitor and collect data on students and maintain communication as requested by supervisor
- f) Participate in workshops and trainings to increase skills and improve student learning
- g) Keep appropriate teachers informed of needs and concerns which may impact the student(s)
- h) Participate in the instructional planning for assigned students, as determined by supervisor
- i) Maintain ethical standards and confidentiality
- j) Assist students with physical disabilities, self-care and health needs to help them functional as independently as possible
- k) Carry out other duties as assigned by the special educator, classroom teacher and/or administration
- l) Perform other related duties as required.