

SOUTH EUCLID-LYNDBURST CITY SCHOOLS

JOB DESCRIPTION

TITLE: Intervention Specialist Assistant

REPORTS TO: Building Administrator, Director of Special Education

SUMMARY: To provide a positive educational environment that will enhance each student's capability of reaching his or her own potential.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Assist in carrying through goals of individual student's IEPs in all aspects of their school curriculum both in the school and outside of the building.
2. Supervise and/or feed students during lunch and noon recreation.
3. Lift children for transfers using techniques provided through staff training.
4. Attend to each child's particular needs involving bodily functions.
5. Assist students to and from the bus.
6. Assist in small group pupil instruction, tutors pupils at teacher's request.
7. Assist teacher in maintaining discipline and other functions.
8. Assist and prepare materials for specialized instructional units.
9. Operate standard school equipment such as laminator, copier, etc.
10. May escort children to and from various rooms.
11. Demonstrate understanding of student's problems.
12. Demonstrate initiative and creativity with students and their programming.
13. Follow through with prescribed behavioral management programs.
14. May need to assist on field trips with student(s).
15. The duties need not be performed in the physical presence of the teacher to whom assigned, but the activity of an assistant shall at all times be under the direction of the teacher to whom assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise students under teacher direction.

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

EDUCATION:

High school diploma required. Must possess or obtain ODE ParaEducator certification or equivalent within 3-months of employment.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-to-one and small group situations.

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MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with a variety of problems.

OTHER SKILLS and ABILITIES:

Ability to work with students who have physical, emotional and intellectual disabilities. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness that the Board of Education policies and procedures are the governing rules and regulations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift 40 lbs. and or push/pull students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

CLASSIFICATION: VI

WORK YEAR: 194 days (includes 10 paid holidays)

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

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.