

SECTION 385 SPECIAL EDUCATION ASSISTANT

POSITION TITLE: SPECIAL EDUCATION ASSISTANT*

REPORTS TO: Director of Student Services under the supervision of the special education teacher.

QUALIFICATIONS:

1. Ability to maintain confidentiality at all times.
2. High school diploma or high school equivalency diploma (HSED)
3. Eligible for State of Wisconsin Handicapped Children's Aide Certificate - #883. License fee is the responsibility of the employee.
4. Good communication and interpersonal skills.
5. Ability to assume responsibility, displays initiative, and exercise good judgement.
6. Ability to bend and lift may be required for some positions.
7. Certified or certifiable for first aid, CPR and other related certification and/or training (i.e., medication training, Evac chair).
8. Certified or certifiable in a crisis prevention model.
9. Experience (at least 1 year) in a related area or combination of education and experience.
10. Knowledge of basic subject areas as measured by math and reading assessments.
11. Abide by all district and state guidelines.

GENERAL RESPONSIBILITIES:

1. Assist the special education teacher to carry out activities to enhance the student's learning experience.
2. Properly handle confidential matters relating to students, student records, parents, and any other school related issues.

ESSENTIAL FUNCTIONS:

1. Maintains confidentiality at all times.
2. Conduct instructional activities directly with students as pre-planned by the special education teacher.
3. Assist the special education teacher in carrying out the daily classroom routine by supervising students in and about the building, during arrival and dismissal routine, recess, etc.

4. Assist students with daily living skills, which could include, but is not limited to, toileting, diaper changing, dressing, positioning, eating and personal hygiene.
5. Perform routine and specialized health maintenance functions, which could include, but is not limited to, tube feeding, suctioning, catheterizing, etc.
6. Escort students between buildings and classes.
7. Assist in use and care of equipment and maintaining a safe and clean environment.
8. Work with student individually or in groups on assignments, preparation for test, and completion of projects. Note taking when directed by teacher or administration in the special or regular education classroom.
9. Assist students according to behavior management programs and interventions.
10. Assist and maintain educational and behavioral program in the school and community, following the IEP, lesson plans and directives of medical personnel.
11. Some positions may require lifting, transferring, restraining, etc., students.

OTHER FUNCTIONS:

1. Maintain student records and correspondence.
2. Assist in special education classroom record keeping and data collection.
3. Aid in preparation of teaching materials.
4. Submit in a timely manner time sheets and Support Staff Personal Leave Request Form.
5. Perform other duties as assigned by the Director of Student Services and/or the special education teacher.
6. Reinforce academic and behavior skills taught by teachers and provide the students with opportunities to practice.
7. Model appropriate social skills.
8. Collect data regarding student behavior and achievement as directed by teachers.
9. Ability to drive school vehicles.
10. Monitor the playground or other out of school building activities.
11. Perform additional responsibilities as assigned.

Assistants may be temporarily or permanently reassigned to ensure the smooth operation of the district.

PHYSICAL REQUIREMENTS

Incorporate within one or more of the functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter, and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

*Tests may be administered to determine the extent to which an applicant meets the job description.

Approved: March 13, 2000
Revised: April 26, 2004
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