

**INDEPENDENT SCHOOL DISTRICT 728
ELK RIVER, MINNESOTA
JOB DESCRIPTION**

JOB TITLE: Special Education Assistant I

CLASSIFICATION: Educational
Assistant

REPORTS TO: Site Principal and/or Supervising Teacher
and/or Coordinator of Special Education Services

DATE REVISED: January 2008

PURPOSE: The Special Education Assistant I assists the teacher in the classroom by tutoring, monitoring student performance in mainstream classes, supervising students, and may provide clerical assistance. May provide communication between teacher, student and student's peers, tutoring and facilitating language development of students.

DUTIES AND RESPONSIBILITIES:

1. Tutors students with special education needs individual or in groups and assists in behavior management so that the student accomplishes their work within appropriate behavior guidelines. Skills already taught by the staff are reinforced by the assistant.
2. Monitors students in mainstream classes and facilitates communication between the special education teacher and mainstream teachers so that teachers are kept up to date on student performance and behavior.
3. Performs general clerical and recordkeeping duties which may include: data collection/data entry, copying, maintaining student files such as Individual Educational Plans (IEP's), and conducting mailings to parents to ensure instructional materials are available when needed and student files are up to date.
4. Supervises special education students in settings outside the classroom to enable students to act in a safe and appropriate manner in the school environment.
5. Assists the classroom teacher in providing instruction, assisting students, and correcting tests as assigned.
6. Assists students with activities on site and in the community in order for the student to participate in educational programs.
7. Attends student staffing as requested.
8. Maintains confidentiality of family and program information so that School District policy and state and federal law are followed.
9. Provides First Aid and Cardiopulmonary Resuscitation (CPR) when needed.
10. Reinforces language and language concept skills previously taught by staff to promote learning.
11. May facilitate communication between teacher, other students, and students of needs through the use of sign language in order to assist in the education of students.
12. May tutor students with special education needs individually or in groups and assists in behavior management so that students accomplish their work within appropriate behavior guidelines.
13. Other job related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school degree, GED, or equivalent.
2. Receive the minimum passing score on the selected Office Skills Test.
3. Ability to use office equipment. Experience in current office software desirable.
4. Training and/or experience in the use of computer equipment may also be required.
5. Works well with students, including perceiving and dealing with their functions as it pertains to school performance.
6. Willingness to accept and follow direction.
7. Ability to work independently with minimum supervision.
8. Ability to physically transfer or restrain students.
9. Ability to maintain accurate and timely records to support special needs student's Individual Educational Plan (I.E.P.).
10. Working knowledge of sign language skills (SEE, PSE, and/or ASL) may be required when appropriate.
11. First aid skills and Cardiopulmonary Resuscitation (CPR) certification may also be required.
12. Ability to work overtime including evenings, weekends and holidays.