



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee
 Under the direction of the building Principal and classroom teacher, assists both teachers and students in the Special Education Department with supervision and provides support in providing support, explanation, re-teaching and discipline.

Job Title:	Special Education/ Management Assistant	Revised Date:	11-13-17
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Job Description: Assist students and teachers in learning lesson plans.

- Assist certified teachers in classroom by following lesson plans and assisting in projects/assignments. Prepares and/or assembles materials for projects, learning experiences and skill practice.
- Guides and works through lesson plans with students by correcting task as established by certified instructor. Conducts tests and informal quizzes to monitor students’ mastery of learned materials in math, reading, language and spelling, Social, Science, Industrial Tech, Computer and Art.
- Directs and assists students in getting to classes, meals, other school services, adaptive PE, field trips, etc. (May require assistance with special equipment for student, wheel chair, walker etc.)
- Monitors behaviors of students for appropriateness and need for discipline in halls, lunch room, playground and buses.
- Follow and implement behavior plans created by certified staff.
- Recommends ideas, identifies problems, and aids in problem solving during daily activities.
- Tutors students for testing.
- Files students’ paper, assignment sheets, helps organize students’ papers and writes in daily planner.
- Helps supervise arrival and departure of students as well as in library, lunchroom and playground.
- Chaperones students during away-from-school activities.
- May be required to document services provided and data collection based on student’s needs.
- Other duties as assigned.

Job Location:	Howard Lake MN	Company Industry:	Public School
Job Role:	Special Education Assistant	Employment Status:	Part-time
Employment Type:	Employee	Manages Others:	No
Band-Grade-Sub Grade: State Job Match Points:	B-2-2 138		

Qualifications:

* Strong interpersonal skills	* Computer Knowledge
* Ability to multi-task in fast-paced dynamic environment	* Strong reading and math skills
* Creative ideas to encourage learning	

Career Level:	Entry Level	Years of Experience:	[1-3 years]
Degree:	High school or Equivalent		

Collective Bargaining Agreement – Paraprofessional Union

Approved By: Jen Olson, Jim Schimelpfenig, Karri Taylor, Brad Sellner	Date Approved: 4-29-14
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