

# Red Wing Public Schools Position Description

## Special Education Assistant

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### General Information

Department:	Special Education
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Assistant Director of Special Education
Grade Placement:	10
FLSA Status:	Non-Exempt

### Position Summary

The Special Education Assistant provides instructional support and assistance to children in various programs and having varied special needs. Responsibilities and duties involve assisting and guiding students in the reinforcement of reading, math, science or other classroom subjects, job skills, daily living skills, implementing behavioral plans and/or monitoring and enforcing appropriate behavior in accordance with instructional lesson plans and student IEPs. Positions assigned to this classification also provide assistance and support in terms of adapting regular classroom curriculum to the special needs of each student by clearly repeating directions at a level the student understands, encouraging cooperation in classroom activities, communicating expectations, and modifying tests or tasks into smaller steps, and assisting student with mobility, adaptive, or other special needs.

### Essential Duties and Responsibilities

1.	Assists classroom teacher in performing specific duties as assigned or undertaking specialized tasks.
2.	Maintains various records and files, keeps confidential files, test scores and related records.
3.	Reinforces and provides academic and classroom support in the learning of materials or skills introduced and provided by licensed/certified staff members in both individual (1:1) and small group settings. Reinforces academic and skills based upon student's IEP, needs, interests and abilities. Works through assignments as prescribed. Provides supplemental tutoring, guided practice and other instructionally relevant activities to students as directed by the supervising teacher(s).  a) Answers questions about tasks, simplifies and/or modifies assignments. b) Monitors assignments provided by staff. c) Alerts staff to any problems or special information concerning IEP student(s). d) Assists with group educational activities that include IEP students. e) Assists staff with classroom supervision.
4.	Prepares various reports and progress notes. Assists staff in maintaining daily records, charts, folders or other information pertaining to the student's day, activities, behaviors, issues and/or progress.
5.	Assists with large group activities.

6.	Guides independent study and other work assigned by teacher.
7.	Advises teacher on student problems and monitors student behavior. Assists, observes, monitors and addresses student behavioral management issues. Assists staff in implementing IEP behavioral plans, reinforcing positive behaviors, re-directing student attention, assisting with de-escalating outbursts, follows and implements any behavioral plans detailed in IEP.
8.	Assists with lunch, snack, clean up, lavatory, clothing, playground duties, and wash up routines.
9.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

### **Required Education, Training, and Work Experience**

Required Education / Training:	2 years of college or meets the requirements of a “highly qualified” paraprofessional as defined in Federal law
Degree Information:	Associate’s Degree
Major Field of Study or Degree Emphasis:	None specified
Required Work Experience:	Minimum of 1 year of related work experience
Licenses / Certifications Required:	Training and certification in Restrictive Procedures / Crisis Prevention and Intervention (CPI) or district-determined equivalent

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Basic math, reading, language and science concepts pertinent to area of assignment.
- General learning concepts, theories and fundamentals.
- Child development fundamentals and concepts.
- Problem solving and conflict resolution techniques.
- Behavioral management strategies, crisis intervention and methods.
- District policies, guidelines, rules or philosophy pertaining to discipline, appropriate student behavior and consequences, and confidentiality.

## **Essential Skills Required to Perform the Work**

- Ability to maintain confidential files and information to compile reports.
- Skill in the use of classroom and instructional equipment.
- Ability to deal effectively with special students and teachers.
- Ability to establish and maintain effective relationships with teachers, parents, students and the general public.
- Skill in supervising student behavior and applying consistent consequences for appropriate and inappropriate behaviors.
- Skilled adapting lesson plans to the individual needs of students to facilitate their learning and to assist them in meeting any individual learning plans and objectives.
- Applying rules, instructions and stated policies, procedures and IEP plans.
- Developing a rapport with children and explaining concepts in a simple and understandable manner.
- Using basic office equipment.
- CPI training and hold to protect injury to self and student.
- Writing write routine correspondence, routine reports, memos, documents, charts or other materials.
- Effectively presenting information in 1:1 and/or small group situation to students, parents, staff or other employees concerning district/program routines, polices, rules, learning principles, concepts and other lesson plans.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best described as Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Employee(s) may be exposed to some disagreeable conditions involving human/student contact, verbal outbursts, physical aggression, exposure to body fluids and the like.

## Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

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