

## **SPECIAL EDUCATION ASSISTANT MILD/MODERATE**

### **Purpose Statement**

The job of Special Education Assistant Mild/Moderate is done for the purpose/s of assisting in the supervision and instruction of Special Education students under the supervision of a certificated teacher in a special education or regular classroom; observing and documenting student progress; implementing plans for instruction; and providing clerical support to teacher.

### **Essential Functions**

- Adapts classroom activities, assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for all special education students to participate in classroom activities.
- Confers with teachers as requested for the purpose of assisting in evaluating special education student progress, coordinating tests and homework assignments, and/or implementing IEP objectives.
- Implements academic instruction taught by a teacher for individuals or small groups for the purpose of meeting learning goals, as described by an IEP and/or district benchmarks.
- Implements behavioral plans designed by IEP team for students with behavior disorders or other special conditions for the purpose of assisting in meeting special education students needs and providing a consistent environment.
- Instructs special education students, one-on-one or in break-out sessions (e.g. math groups, science experiments, reading, behavioral skills, daily living skills, writing, verbal skills, etc.) for the purpose of implementing goals for remediation of student deficiencies and ensuring students success.
- Maintains instructional materials and/or student files/records (e.g. adapting instructional materials, student files, checking papers, attendance, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors special education students (e.g. lunch, playground, field trips, library, regular classroom, rest room, halls, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping (daily data on instruction and/or behavior) and clerical functions (e.g. correcting papers, copying, instructional materials, report cards, transcripts, etc.) for the purpose of supporting the teacher in providing necessary records/materials.
- Reports observations and incidents relating to specific students (e.g. fights, inappropriate social behavior, etc.) for the purpose of providing documentation and/or communicating information to appropriate personnel.
- Responds to emergency situations (e.g. injured student, fights, run away, etc.) for the purpose of resolving immediate safety concerns.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: instructional procedures and practices; age appropriate student activities; safety practices and procedures; and behavior patterns and developmental limitations of special needs students.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: establishing and maintaining effective relationships (especially with students); adapting to changing work priorities; maintaining confidentiality; working as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking and 25% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

**Experience**            **Job related experience is required.**

**Education**            **High School diploma or equivalent.**

**Required Testing**

Pre-employment Proficiency Test

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

First Aid/CPR, Restraint Training (District designated)

**Clearances**

Criminal Justice/Fingerprint Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Salary Grade**

Classified 9