

SECTION SERVICE PERSONNEL
AREA ASSISTANTS
TITLE: Special Education Classroom Assistant

QUALIFICATIONS:

1. Course work (prefer at least 60 college credits) in early childhood, psychology, counseling, special education, and/or classroom methods is desired.
2. Keyboarding and clerical skills desired.
3. Such alternative or additional qualifications which demonstrate an enjoyment of working with young people, tact, patience, and sensitivity to the needs of educationally disabled.
4. Substitute Teacher certification desirable.

REPORTING RESPONSIBILITY:

The Special Education Classroom Assistant reports to the classroom teacher, the building principal, and is indirectly responsible to the Supervisor of Special Education.

JOB GOAL:

The Special Education Classroom Assistant works cooperatively with the classroom teacher, the principal, Child Study Team case manager, and the building administrators in providing assistance and instruction for students who are eligible for special education services.

TERMS OF EMPLOYMENT:

Terms of employment consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

The Special Education Classroom Assistant shall be evaluated in writing by the building principal or designee at least once each year. Input shall be requested from the special education teachers as part of the evaluation process. The Special Education Assistant will also be observed by the Supervisor of Special Education, who will provide input to the building principal or designee. The evaluation shall be based in part on the performance of the responsibilities listed in this position description. See Policy 4022, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES:

1. Under the guidance and direction of the classroom teacher, assists with individualized and small group instruction.
2. Performs clerical duties for the Special Education classroom teacher as necessary.
3. Assists students with projects, as necessary.

4. Attends class trips and field trips, as necessary.
5. Performs other duties and responsibilities incidental to the position or as assigned by the teacher, principal, or Supervisor of Special Education.

Position Description approved: 9/28/99