

**SECTION                      SERVICE PERSONNEL**

**AREA                              ASSISTANTS**

**TITLE:                            Individual Assistant for a Special Education Student**

**QUALIFICATIONS:**

1. Course work in early childhood, psychology, counseling, special education, and/or classroom methods is desired.
2. Typing 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 students.

**REPORTING RESPONSIBILITY:**

The Individual Assistant for a Special Education Student is directly responsible to the classroom teacher, the building principal, and, indirectly, to the Supervisor of Special Education.

**JOB GOAL:**

The Individual Assistant for Special Education Students works cooperatively with the classroom teacher, Child Study Team case manager, and the building administrators in providing assistance and instruction for an assigned student who is eligible for special education services and requires an individual assistant, according to his Individualized Education Program (IEP).

**TERMS OF EMPLOYMENT:**

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

**PERSONAL EVALUATION:**

The Individual Assistant for Special Education Students shall be evaluated in writing by the building principal or designee at least once each year. The Individual Assistant for Special Education Students 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. Assists with physical needs of individual special education student, as per the IEP.
2. Assists individual special education student, as per the IEP, during play and lunch periods, as necessary.
3. Under the guidance and direction of the classroom teacher, assists the assigned student with individualized and small group instruction, as per the IEP.

4. Assists the individual special education student, as per the IEP, with movement between classrooms.
5. Assists the individual special education student, as per the IEP, to and from transportation vehicles
6. Assists the individual special education student, as per the IEP, with projects.
7. Assists the individual special education student on field trips and class trips.
8. Performs other duties and responsibilities incidental to the position as needed by the individual student, as per the IEP.

Position Description approved: 6/29/99