

SCHOOL DISTRICT OF LODI
Education Assistant - Level III

(A)9/10/18

POSITION TITLE: Special Education Assistant - Level III

POSITION SUMMARY

These position assist in the instruction and the support of special education students with varying levels of disabilities including but not limited to: medically fragile students, physically impaired students, cognitively impaired students, or students who exhibit consistent patterns of physical or emotional aggression. These job classification positions provide these services under the direction of a special education teacher or teachers and the Director of Student Services.

EDUCATION and/or EXPERIENCE

- High School Diploma or general education degree (GED), higher education or specialized training preferred.
- Experience in working with students who have medical, physical, or emotional disabilities is preferred
- Certification or the ability to be certified to work with students who have special education needs.
- Trained in or a willingness to be trained in dealing with students who exhibit aggressive behaviors

SKILLS AND QUALIFICATIONS

1. Demonstrate effective written and oral communication skills with staff, students, administrators, parents and community members.
2. Display positive interpersonal skills that lead to a collaborative working relationships with staff, students, administrators, parents and community.
3. Possess and demonstrate outstanding organizational skills and the ability to multitask.
4. Flexible and positive problem-solving demeanor.
5. Ability to connect personally with students who possess special needs.
6. Ability to use various types of software and programs to assist in the educational support of student learning
7. Skills or training in providing academic support for core academic subjects which include mathematics, reading, language arts, science, or social studies.

ESSENTIAL JOB FUNCTIONS

1. Provide 1:1 support for students with special needs, which could include G-tube feeding, as well as bathroom support and/or diapering.
2. Provide small group instruction, under the direction of a special education teacher.
3. Work collaboratively with all members of the special education team, as well as administrators, teachers, educational assistants and families.
4. Be licensed as a Special Education Assistant through the WI Department of Public Instruction.
5. Provide in-class support for students with special needs.
6. Demonstrate or possess specialized skills or training in working with medically fragile students, students with physical impairments that require specialized care, and/or students that are physically aggressive.
7. Ability to consistently address cognitive or physical needs outlined in a student's Individual Education Plan (IEP).
8. Possess or demonstrate ability to maintain high standards of safety and security in regard to student and family information related to a student's disability and/or special education needs.
9. Ability to write routine reports regarding instructional services and discipline situations and develop the correspondence necessary to document the delivery of services for reporting IEP progress.
10. Ability to speak effectively and in a positive manner in addressing a student's IEP needs with either special education or regular education staff.
11. Ability to work with internal and external stakeholders to ensure special education students are provided the best and safest learning environment possible.
12. Assist in cross training other staff and/or substitutes in the appropriate care and delivery of services to the students within their individual assignment.
13. Maintain confidentiality of staff, student and district data.
14. Other duties as assigned by supervising teacher(s), building principal, or the Director of Student Services.

PHYSICAL DEMANDS

The physical demands described here are representative, but not limited to those that most often must be met by the employees in this education assistant classification.

Employee must be able to:

1. Sit on the floor with students and get up off of the floor on a frequent basis throughout the day.
2. Lift students into and out of wheelchairs, which requires the ability to lift 50 pounds.
3. Bend and/or stoop to assist students.

4. Climb stairs.
5. Walk at a brisk pace.
6. Stand for extended periods of time.