

SCHOOL DISTRICT OF LODI  
Education Assistant - Level II

(A)9/10/18

POSITION TITLE: Regular or Special Education Assistant - Level II

POSITION SUMMARY

These job classification positions assist in the instruction and the classroom support of regular or special education students who possess varying levels of ability. These job classification positions provide these services under the direction of a special or regular education teacher or teachers and the Director of Student Services.

EDUCATION and/or EXPERIENCE

- High School Diploma or general education degree (GED).
- Experience in working with students who have emotional or cognitive challenges is preferred
- Certification or the ability to be certified to work with students who have special education needs, if necessary as part of the specific job assignment.
- Trained in or a willingness to be trained in dealing with students who may exhibit unique behaviors or learning challenges.

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 all types of students.
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. Depending on job assignment provide 1:1 support for students which may include bathroom support and/or diapering.

2. Provide small group instruction, under the direction of a special or regular education teacher.
3. Work collaboratively with all staff including administrators, teachers, educational assistants and families.
4. If necessary, be licensed as a Special Education Assistant through the WI Department of Public Instruction.
5. Provide in-class support for both regular and/or students with special needs.
6. Demonstrate or possess specialized skills or training in working with students who have emotional or learning challenges.
7. Ability to consistently address cognitive or physical needs of students within area of assignment.
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 reports or correspondence regarding instructional services, discipline situations, or as required in reporting IEP progress.
10. Ability to speak effectively and in a positive manner in dealing with student or program issues.
11. Ability to work with internal and external stakeholders to ensure the best and the safest learning environment possible for all students.
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. Periodically lift or carry students which requires the ability to lift 50 pounds.
3. Bend and/or stoop to assist students with clothing, school work, or other student engagement activities.
4. Climb stairs.
5. Walk at a brisk pace.
6. Stand for extended periods of time.