

BOURNE PUBLIC SCHOOLS

In-Class Support/Inclusion Education Support Personnel

Category 1

Job Description

Reports to: Principal
Student Services Director/Early Childhood Coordinator
Director of Special Education and Student Services
Assigned Teacher

Job Goal: To assist with interventions and provide support to students in the general education classroom

Responsibilities:

1. Assist, as assigned, in implementing the daily classroom schedule
2. Assist with the supervision of students throughout the school day across settings and activities
3. Assist, as assigned, in implementing plans for students, including special education, and 504 plans as necessary
4. Collaborate with teachers to support the academic, social, behavioral and physical needs and/or modifications, accommodations, or activities of the total student
5. Provide assistance with record keeping, data collection, attendance, collection of money, etc.
6. Provide follow up activities to the teacher's lesson including working with students individually or in small groups under the direction of the classroom teacher
7. Provide organizational and classroom maintenance assistance as designated by the supervising teacher or Principal/building administrator
8. Respond to the needs of the students, especially at times when the teacher is otherwise not available
9. Participate in designated in-service programs
10. Assist the teacher with the coordination and completion of field trips and other activities and programs
11. Perform assigned school duties such as lunch, recess, bus, hall, etc.
12. Small group instruction/assistance for math, reading, writing, and other activities as provided by the teacher
13. Help maintain a safe classroom environment
14. Assist with classroom preparation, organization, and clean up when necessary
15. Support the social emotional needs of students through positive relationship building
16. Manage the classroom and students, as needed
17. Assist with the development of state assessment portfolios or state assessment proctoring when appropriate
18. Perform other duties as assigned by the Principal and/or Building Administrator

Essential Functions of the Job:

1. Maintain a record of regular attendance, arrive and depart at specified contractual times and notify the appropriate personnel when absent

2. Physical agility and strength to perform job related tasks appropriate for the age and/or grade level
3. Frequently required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch, crawl, climb, and run
4. Must be able to work in a noisy, stressful, high pressure environment and still be able to concentrate and keep students safe
5. Ability to respond to emergency situations
6. May be exposed to bodily fluids including saliva, urine, feces, vomit, blood, and/or other bodily fluids
7. May be required to assist with student personal hygiene
8. Ability to complete district approved de-escalation and safety training
9. Ensure confidentiality regarding all personal information and educational records concerning students and their families
10. Maintain professional boundaries with students and families
11. Participate, complete, and adhere to all district wide mandatory trainings, including but not limited to confidentiality, civil rights, conflict of interest, technology use, and security requirements
12. While performing the job, communicate effectively
13. Perform other duties as assigned by the Principal and/or Building Administrator

Qualifications:

Associates degree or higher preferred

Experience with students in both special education and/or regular education preferred

College level courses in education preferred

Evaluation:

To be evaluated in accordance with the collective bargaining agreement by the building principal/designee

Terms of Employment: Varied based on student and district need; full time and part time opportunities available – school calendar year

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this category. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this category.

ADOPTION DATE: 06/05/2019