

BOURNE PUBLIC SCHOOLS

Student Specific Education Support Personnel

Category 2

Job Description

Reports to: Student Services Director
Principal
Director of Special Education and Student Services
Assigned Teacher

Job Goal: To facilitate the individual support required for a specific student(s) as outlined in an Individualized Education Plan (IEP) or 504 Plan as directed by the Director of Student and Special Education Services, Student Services Director(s), the building Principal, and assigned teacher.

Responsibilities:

1. May be assigned to support students within designated ratios depending on the nature of the disability and learning needs
2. Assist, as assigned, in implementing the student(s) daily schedule
3. Assist with the supervision of students across settings throughout the day
4. Implement the Individualized Education Plan, including providing all accommodations, modifications, and specialized instruction as outlined
5. Implement individualized behavior/social emotional plans including data collection
6. Follow prescribed criteria for providing and/or fading student support based on data analysis
7. Provide academic support based on classroom assignments and curriculum presented, including but not limited to pre-teaching and re-teaching
8. Assist students with organization throughout the school setting
9. Collaborate with teachers regarding the academic, social, behavioral and physical needs and/or modifications, accommodations, or activities of the total student
10. Provide assistance with record keeping, data collection, attendance, collection of money, etc.
11. 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
12. Respond to the needs of the students, especially at times when the teacher is otherwise not available
13. Participate in designated in-service programs
14. Provide supervision of assigned student(s) on field trips and other activities and programs
15. Perform assigned school duties such as lunch, recess, bus, hall, etc.
16. Provide small group instruction/assistance for math, reading, writing, and other activities
17. Help maintain a safe classroom environment
18. Assist with classroom preparation, organization, and clean up when necessary
19. Support the social emotional needs of students through positive relationship building
20. Assist students in dressing for the weather as needed
21. Monitor and promote physical and social emotional safety throughout the day
22. Support students accessing technology

23. Provide generalization of instructional practices developed by related service providers (speech, OT, PT, Psychologists, etc.)
24. Assist with note taking and/or scribing for the student
25. Assist with the development of state assessment portfolios or state assessment proctoring when appropriate
26. Ensure that all accommodations outlined in the DCAP (District Curriculum Accommodation Plan) are implemented based on student need
27. 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. Be able to occasionally lift and/or move students/objects
5. Must be able to work in a noisy, stressful, high pressure environment while maintaining student safety
6. May be assigned to multiple/different classrooms, grade levels, and/or teams
7. Ability to respond to emergency situations and/or ability to work independently and make good judgments "in the moment."
8. May be exposed to bodily fluids including saliva, urine, feces, vomit, blood, and/or other bodily fluids
9. May be required to assist with student personal hygiene and/or toileting
10. Ability to complete district approved de-escalation and safety training
11. Ensure confidentiality regarding all personal information and educational records concerning students and their families
12. Maintain professional boundaries with students and families
13. 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
14. Communicate effectively with assigned teacher and other related personnel

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.