

## POSITION DESCRIPTION

Position Title: **SPECIAL EDUCATIONAL ASSISTANT**

Type: Classified

Reports To: Appropriate Teacher(s) or Administrator

### POSITION SUMMARY:

Under direct supervision of a licensed teacher, performs a variety of tasks such as, assisting the teacher in the development of an instructional program by working with students on Individual Educational Plans (I.E.P.) individually or in small/large groups, preparing instructional materials, maintaining classroom discipline, and conducting planned activities using teacher-designated methods and materials. Some positions require aptitude and skill in working with the particular disabilities or learning needs of students.

### MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent by OAR 581-37-030
2. Two years of post-secondary education or an Associates Degree from an accredited institution or the ability to pass the district-approved equivalency test.
3. 18 years of age or older
4. Possess and maintain a valid Oregon Driver's License

### ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Work effectively in an environment which can be both physically and emotionally fatiguing; perform physically demanding requirements of the job.
5. Work with students who may exhibit aggressive behavior, as required of specific job assignment.
6. Knowledgeable in the use of English, mathematics, and a basic understanding of the subjects in which this position is to provide assistance.
7. Operate standard office equipment such as computer, copier, and word processor; and operate audio-visual equipment.
8. Ability to transport and supervise students in a vocational setting, on or off campus, as part of their I.E.P.
9. Perform all related services as needed (as outlined in IDEA) i.e. feeding, catheterization, toileting, etc.
10. Assists teachers in the planning and implementing learning experiences for students enrolled in a special education program; confers with teacher to provide feedback on student performance, progress, and testing activities.
11. Assists the teacher in devising special strategies for reinforcing material or skills based

- on a sympathetic understanding of individual students, their needs, interests, and abilities.
12. Assists in the instruction of students in group or one-on-one settings, often without direct teacher supervision; revises lesson plan or teaching strategy during instructional activity as necessary to achieve IEP goals and objectives.
  13. Provides for the identified physical needs of students such as toileting, feeding, and other related needs.
  14. Maintains a high level of ethical behavior and confidentiality of information about students and staff.
  15. Assists in monitoring classroom management in accordance with the district's discipline procedures, which may include the physical restraint, physical movement, lifting and carrying of students.
  16. Supervises students in and outside of the classroom with an understanding of and provision for a safe environment.
  17. Performs various clerical functions in student record keeping, monitors assignments, maintain accurate files, and other related functions.
  18. Assists with the supervision of students during emergency drills, assemblies, and play periods.
  19. Assist with large group activities as drill work, reading aloud, and story telling
  20. Checks notebooks, corrects papers, and supervises testing and makes up work as assigned by the teacher.
  21. Alerts the teacher to any problem or special information about an individual student.
  22. Provides information and help to any substitute teacher assigned in the absence of the regular teacher.
  23. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
  24. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
  25. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
  26. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
  27. Assists parents and community members as needed.
  28. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
  29. Complies with professional development activities as required by the District.
  30. Holds expectations for high performance of self and students.
  31. Demonstrates computer literacy and operates software programs as related to job responsibilities.
  32. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
  33. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
  34. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
  35. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

#### OTHER REQUIREMENTS:

1. Criminal Justice Fingerprint Clearance.

2. Must maintain a First Aid and/or CPR Card.
3. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
4. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
5. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
6. Possible exposure to bodily fluids due to student or employee illness or injury.
7. May be required to serve as a Delegated Caregiver or Designated First Aid Provider.
8. May be required to translate and/or interpret.
9. Occasionally performs other duties as required by supervisor.

**PHYSICAL DEMANDS:**

Physical Work Requirements:  Yes  No  
 If yes, see addendum to Special Educational Assistant description.

**TERMS OF EMPLOYMENT:**

Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:**

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

\_\_\_\_\_  
 Employee Name (Print)

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date