

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

**Position Title: Multi-Categorical
Education Support Specialist**

**Employee Group:
Education Support Specialist**

Reports To: Building Principal

Exempt Status: Non-Exempt

Approval: Director or Human Resources

Date: December 2022

JOB SUMMARY: Provides support to special education staff with educationally related activities, behavioral supports and supports students in a variety of subject areas, monitors/directs and supports students in a variety of school settings as needed either individually or in small groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

50% Supervision/Discipline of Students

- A. Assist in supporting classroom discipline. Inform teacher and/or principal of discipline problems.
- B. Handle minor discipline situations according to district discipline guidelines.
- C. Assist in implementing behavior management programs.
- D. Supervise and monitor students on playground, study hall, locker room, lunchroom, hallway, etc.
- E. Intervene in an emergency situation and implement the use of de-escalation strategies and restrictive procedures when necessary.

20% Reinforce Classroom Instruction

- A. Assist teacher with student by guiding, assisting or reinforcing lessons.
- B. Explain or interpret instructions and assignments while working with student one-to-one or in small groups.
- C. Administer and correct tests/quizzes.
- D. Collect and maintain data as directed by supervising teacher.
- E. Provide ongoing input and suggest modifications to lessons as needed for student and as specified in the IEP under the directions of licensed staff. The IEP could include working with student in adaptive physical education class.
- F. Extensive knowledge of multiple technology mediums including the ability to scan and transfer information from one device to another, and including assistive technology devices.
- G. Adhere to various policies and regulations.
- H. Provide sensory breaks and sensory activities as directed by teacher.

10% Program Support

- A. Maintain confidentiality of student and families, including student record information.
- B. Prepare and assemble materials for instruction, projects, events, activities, games, bulletin boards and other resources.
- C. Gather, set up, operate and return supplemental instructional materials and equipment.
- D. Assist with assessment activities and observations and attend meetings with parents, if requested.
- E. Recommend ideas, identify problems and aid in problem solving.
- F. Report and assist with first aid and emergency care.

- 10% Record Keeping/Reports
- A. Report any significant behavioral or academic concerns and maintains a daily log of student goals and behaviors.
 - B. Consult with licensed staff regarding progress and facilitating learning.
- 5% Communication
- A. Maintain communication with teacher regarding schedules, student progress and problem solving on a daily basis.
 - B. Communicate and interact with parents only as directed.
 - C. Provide feedback and share ideas with appropriate staff.
- 3% Personal Assistance
- A. Attend to and provide for student(s) daily hygiene, personal and health related cares, including dressing, feeding, lifting, transferring, toileting, and medical care as directed by teacher.
 - B. Assist with student(s) occupational therapy and physical therapy directives.
- 2% Professional Development
- A. Attend in-services and workshops as appropriate.
- Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- AA Degree or a minimum of 60 credits at a secondary institution in a related field, and/or passing score on a qualified test (such as Para Pro).
- Specialized training to drive District vehicles may be required based on student need.
- Specialized training related to the use of restrictive procedures.

Experience:

- Previous experience in working with children preferred.
- Previous experience working in a human services and/or disability services field.

Essential Skills Required to Perform the Work:

- Skill in supervising student behavior and applying consistent consequences for appropriate and inappropriate behaviors.
- Ability to apply rules, instructions and stated policies, procedures and IEP plans.
- Ability to develop a rapport with children and adults and explain concepts in a simple and understandable manner.
- Proficient with use of assistive technology.
- Knowledge and application of basic computer, math and language skills.
- Ability to work well with diverse students and staff.
- Ability to work with children of various ability levels.
- Knowledge of district discipline policy.
- Ability to write routine correspondence, routine reports, memos, documents, charts or other materials.
- Ability to effectively present information in one-to-one and/or small group situation to student(s), staff or other employees concerning District/program routines, policies, rules, learning principles, concepts and other lesson plans.
- Skilled in adapting lesson plans to the individual needs of students to facilitate learning and to assist in meeting any individual learning plans and objectives.
- Report to work on time and maintain daily schedules.

Machines, Tools, Equipment, Electronic Devices and Software Required:

- May operate communicative devices, computer, printer, copy machine, facsimile machine, multi-line telephone, paper cutter and die cut.
- Operate wheel chairs, standers, lifts and power chairs.
- Operate large motor adaptive equipment for physical education class.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other District employees.

Physical Job Requirements:

- Position involves extended periods of sitting, standing, stooping and kneeling for performing classroom activities and supervision.
- Position involves extended periods on feet.
- Position involves occasional lifting up to 50 lbs. and/or two-person lift.
- Position involves listening, speaking clearly and visual acuity.
- Position involves positioning of students.
- Position involves physical restraining of students.
- Position involves swimming.

Mental Job Requirements:

- Position involves handling multiple tasks at once while dealing with constant interruptions.
- Position involves exercising confidentiality in handling information.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position involves accuracy, organizing and prioritizing tasks in order to meet deadlines.

Working Conditions:

- Majority of work is performed in normal classroom conditions.
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens.
- Position involves occasional exposure to outside temperatures and weather conditions.
- Position involves noise from students.
- Position involves exposure to students with special needs.
- Position involves potential exposure to student emotional outbursts.

Job Outcomes:

- Project a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Help to promote safety and prevent accidents.
- Support students and staff by providing services that support the educational activities and programs.
- Provide the best opportunity for every individual student to reach their maximum potential.
- Provide a safe, learning environment.
- Assist in providing accurate student records.
- Maintain confidentiality of student information.
- Maintain a positive and professional educational environment at all times.
- Treat all students and staff with dignity and respect.

This description describes the general nature and key responsibilities of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All position requirements are subject to possible modification to reasonably accommodate individuals with a disability.