

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions associated with the specific job assignment satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Number Title: Special Education Support Personnel
Pay Schedule: Student Support Assistant –Special Education Scale
FLSA Status: Non-Exempt
Reports to: Principal

JOB SUMMARY

The Special Education Support Personnel (SP) provides clerical and data entry support in maintaining the Individualized Educations Programs (IEPs) for students as directed by the Case Managers.

ESSENTIAL JOB FUNCTIONS

- Assists in maintaining appropriate, accurate, and confidential student and behavioral records in compliance with various federal, state, and local regulations.
- Assists special educators with scheduling Individualized Education Program (IEP) meetings and completing other routine IEP paperwork.
- Assists special educators with managing the IEP file both in print and digitally.
- Assists special educators to share assigned IEP paperwork with stakeholders.
- Utilizes the Maryland On-Line IEP system.
- Assists teachers with inventorying instructional materials, equipment, and books.
- Assists in supervising students in a variety of school-related settings.
- Participates in specialized training as it relates to current job assignment.
- Utilizes specialized training as it applies to current job assignment.
- Provides coverage for teachers during IEP meetings.

KNOWLEDGE, SKILLS AND ABILITIES

- Outstanding human relation skills
- Strong written and verbal communication skills
- Ability to prepare and maintain accurate reports and records
- Ability to schedule appointments and maintain calendars
- Ability to maintain files

MINIMUM REQUIREMENTS

- High school diploma or equivalency
- One of the three areas listed below:
 - Completed at least two years of postsecondary study; or
 - Obtained associate's (or higher) degree; or
 - Met a rigorous standard of quality and can demonstrate, through a formal or state academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics. (Parapro Assessment)

PHYSICAL DEMANDS

Sedentary Work: Exerting minimal but not constant physical effort to perform sedentary work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (5 to 10 pounds), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.

BENEFITS

These positions are eligible for:

- Leave – Sick and Personal
- Educational Add-On
- Overtime eligible in excess of 40 hours
- Tuition Reimbursement
- 403(b), credit union membership
- Salary: \$17.03

Carroll County Public Schools has the right to revise this position description at any time, and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance based on age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.