
POSITION DESCRIPTION

Special Education Educational Assistant

General Definition of Work

Performs intermediate human support and related work as apparent or assigned by the Special Education Teacher.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assists teaching staff with academic instruction, behavior management, and support/adaptations for students with special needs individually or in small groups in the classroom as determined by special education teacher.
- Assists teaching staff with social or health needs of individual students as directed, including implementing medical procedures and administration of medication as trained and delegated by the physician, school nurse and special education teacher.
- Provides physical management assistance and personal/custodial care for students who require individual assistance. Assists in operation and maintenance of assistive devices and adaptive equipment utilized for students.
- Carries out teacher directives for seclusion, restraint, or other modifications to enhance special needs student progress and/or IEP objectives.
- Provides children with special needs community-based instruction and vocation work experiences as determined by special education teacher.
- Communicates student needs to teaching staff and administration as appropriate.
- Supervises lunchroom and playground to maintain order and safety.
- Assists teaching staff with clerical tasks as needed.
- Regular and reliable attendance is required.
- Assumes other duties as assigned.

Knowledge, Skills and Abilities

Ability to assist special education and classroom teachers in providing instruction and support for the academic, social, and emotional development of students with special needs in all subject areas in classroom, playground, and lunchroom settings. Flexibility with duties and ability to appropriately communicate to building staff concerning student behaviors and needs. Ability to follow staff direction and apply concepts to student behavior/social skills, health needs, and educational objectives. General knowledge and ability to use office machines and computer programs as needed.

Education and Experience

Associates degree or completion of at least two (2) years postsecondary study (at least 48 credits) or an instructional paraprofessional who met NCLB or ESSA hiring requirements in another district.

Special Requirements

First aid

Special Education Program Aide license with the Wisconsin Department of Public Instruction paid by the school district
Crisis Prevention and Intervention (CPI) Training provided by the school district

Physical Requirements

This work requires the occasional exertion of up to 30-50 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and using hands to finger, handle or feel and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities. Per IEP instructions, the employee may be required to cover or pull back hair and refrain from wearing jewelry and shoes with heels. Other attire restrictions may apply.

Environmental Conditions

This work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, sex stereotypes, sex characteristic or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, (as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

Classroom Support Staff Compensation Plan

FLSA Status: Non-Exempt

Last Revised: 11/2023

Stevens Point Area Public School District, Stevens Point, Wisconsin