



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Special Education Assistant
Department / Location:	School Building
Reports to:	Building Principal
Employees Supervised:	None
Classification:	School-year
FLSA Status:	Non-exempt
Created / Revised:	February 2026
Board Approved:	N/A

Position Summary

Under the direction of the Building Principal, the Special Education Assistant assists teachers in delivering educational and behavioral support and interventions to Special Education students, both inside and outside of the classroom.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Work with students with a variety of disabilities that present challenges in learning, behavior and social/emotional development.
2. Assist with supporting, providing feedback and implementation of Functional Behavioral Assessments and Behavioral Intervention Plans.
3. Supervise students with disabilities in an inclusive educational environment.
4. Assist in daily care routines which may include oral feeding and/or diapering.
5. Medication administration as needed.
6. Follow individualized health care plans, and monitor and report changes in physical condition.
7. Provide academic and behavioral support in classrooms, community, and resource settings.
8. Provide instruction to small groups or individual students under the supervision of a licensed teacher.

9. Work collaboratively as part of an education team.
10. Monitor student progress towards goals under the guidance of a special education teacher.
11. Attend work regularly.
12. Support proportional representation of all learners in all classrooms.
13. Communicate proactively and effectively with other teachers and administrators.
14. Collaborate with colleagues, including special education teachers, to provide a range of academic and social-emotional support to students in inclusive classroom settings.
15. Assist in preparing and organizing instructional materials.
16. Attend trainings and professional learning opportunities
17. Perform other duties as assigned.

Additional Job Functions

1. Maintain knowledge of software and equipment used to perform duties, such as: student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
2. Know, understand and follow applicable safety policies and procedures.

Knowledge, Skills and Abilities

1. Must be highly organized and be able to work with nominal direct supervision. Must enjoy detail-oriented work requiring a high level of accuracy.
2. Must have excellent written and verbal communication skills.
3. Must be well organized and demonstrate initiative.
4. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills.
5. Must understand the need for teamwork, timeliness and accuracy.
6. Must be able to maintain emotional control under stressful situations and deadlines without exhibiting negative behaviors.
7. Must be able to maintain confidentiality of sensitive information, and interact with others to accomplish tasks without arousing hostility.
8. Must have knowledge of good grammar, spelling, punctuation and basic math abilities.
9. Must have working knowledge of computers and the internet to complete work related tasks and assist students, as needed.

Working Conditions

1. Indoor school environment.
2. Outdoor playground environment; may be exposed to inclement outdoor weather conditions.
3. May be exposed to potentially hazardous bodily fluids when assisting students with physical needs.

Physical Requirements

1. Must be able to engage in frequent standing, sitting, stooping, bending, kneeling, pushing, and pulling; up to 6 hours in an eight-hour day with or without back support.
2. Must be able to perform physical work, occasionally lifting up/positioning up to 50 pounds with and without assistance in both indoor and outdoor settings.
3. May be required to be able to lift, carry and/or physically support students for short periods of time.
4. May be required to quickly retrieve a student that may run from the class area.
5. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
6. Must be able to move throughout the building and from building to building.

7. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
8. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
9. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
10. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
11. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

Education and Experience

1. High school diploma or equivalent.
2. Previous K-12 school based experience and experience in supervising children is preferred.

Licenses and Certifications

1. First Aid/CPR training preferred.
2. Obtain and maintain Nonviolent Crisis Intervention certification
3. Must possess a valid Wisconsin Department of Public Instruction Special Education Program Aide License, or ability to obtain license upon hire.
4. Must meet the Wisconsin Department of Public Instruction's definition of a highly qualified paraprofession, or have the ability to obtain the necessary qualification

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.