

Position: Special Education Assistant I

Reports to: Principal/Director of Student Services

Employment Status: Regular/Part-time

FLSA Status: Non-Exempt

Description: To help achieve educational objectives for involved student(s) and assist teacher by performing other assigned duties

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Experience with children
- Familiarity with learning styles and ability to adapt instruction as needed
- Escort child/children inside and outside of the schools as needed. For example, on/off the bus, to the office, outside at recess, etc.
- Interact with special needs and non-special needs child/children as directed by teacher or principal
- Assist with individual and small/large group interaction and supervision
- Assist with planning and implementing classroom projects and activities
- Ability to assist in academic instruction as directed by the teacher
- Possess positive emotional health
- Assist with routine classroom housekeeping, anecdotal records, and charting of behavior
- Appropriate personal qualities and attitudes necessary for working with special needs children
- Perform such tasks and assume such other responsibilities as the teacher/Principal may assign
- Assist with operation and care of instructional equipment used in the classroom
- Administer any medical needs as directed by the classroom teacher or Principal as trained by district medical staff
- Attain/maintain personal health exams and vaccines
- Assist and perform personal hygiene, feeding, and bathroom assistance on an as needed basis
- Perform such other duties as assigned by the Building Principal/Director of Student Services

Other Duties and Responsibilities:

- Must attend Crisis Prevention Intervention Training lead by the District
- Ability to cope with stressful situations as related to special needs children
- Physical ability to ensure safety of classroom in violent situation(s) as described in district lead training
- Ability to work in all temperatures environments while assisting students inside and outside of the classroom
- Ability to work with parents, guardians, and others as the teacher may find appropriate and necessary
- Demonstrate ability to assist with planning and implementing classroom projects independently
- Minimum 8 hours in-service annually

Qualifications:

- High school diploma or general education degree (GED)
- Ohio Department of Education Educational Aide Certificate/License
- CPR/First Aid Certification

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills

- Organizational and problem solving skills
- Basic computer skills
- Ability to be flexible and adaptable to changing situations

Equipment Operated:

- Computer
- Copy machine
- Printer
- Calculator

Additional Working Conditions:

- Exposure to blood, bodily fluids and tissue
- Occasional operation of vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays
- Interaction with children
- Requirement to travel
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional carrying/lifting paper and other classroom supplies

Evaluation:

- Performance of this job will be in accordance with provisions of the Board's policy.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education
Adoption date: March 13, 2023