



TITLE: ASOC Special Education Associate

POSITION INVENTORY: B21

DEPARTMENT: Student and Family Service

FLSA STATUS: Non-Exempt

REPORTS TO: Building Administrator

FT/PT: FULLTIME/7.5H/190D

RECEIVES GUIDANCE FROM: Teachers

BASIC FUNCTION: Assist teachers in the instruction, supervision and care of students with disabilities in a variety of instructional settings, including special education, general education and work/community settings. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the building assigned.

ESSENTIAL FUNCTIONS:

1. Take directions from teachers, building administrators and Student and Family Services support staff.
2. Follow behavior management plans for individual students.
3. Maintain students' daily behavior logs.
4. Assist in the implementation and monitoring of students' Individual Education Plans.
5. Prepare and organize instructional materials and equipment.
6. Perform personal care duties for students with disabilities as needed.
7. Prepare and supervise students in bus loading/unloading.
8. Assist in maintaining a safe and orderly instructional environment.
9. Assist in implementing consistent behavior management strategies and procedures.
10. Supervise lunchroom, playground, halls, classroom and other assigned areas.
11. Clarify and reinforce teacher directions
12. Participate in I.E.P. meetings as required.
13. Assist with instruction in the community setting as required.
14. Assist students with assignments.
15. Reinforce skills taught by the teacher.
16. Listen to students read/read to students.
17. Chart/graph student performance.
18. Prepare bulletin boards, games, and flash cards.
19. Assist teacher in setting up, organizing, and preparing materials for labs or instruction.
20. Organize daily student work folders.
21. Prepare attendance cards and reports.
22. Feed, toilet and diaper students as needed.
23. Under teacher direction, implement specific strategies to maintain/increase appropriate behavior and de-escalate inappropriate behavior.
24. Supervise students in community/work settings.
25. Lift, carry and correctly position students with physical disabilities.
26. Perform other activities as required by building Principal or teachers.
27. Attend work on a prompt and regular basis.
28. Maintain confidentiality.
29. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
30. Assist classroom teacher with educational activities.

HIRING SPECIFICATIONS:

Required:

1. High School Diploma, HiSET or G.E.D.
2. Ability to relate to students with disabilities
3. Ability to carry out duties cooperatively with others.
4. Oral and written communication skills.
5. Visual and auditory acuity for supervisory functions.
6. Skills in leadership, decision making and problem solving.
7. One of the following: (1) 48 credit hours post-secondary education, or (2) associate's degree or higher, or (3) paraeducator certification from Board of Educational Examiners, or (4) combined score of 150 or higher on the COMPASS test, or (5) a passing score on the AcuPlacer test.
8. Competency working in a culturally diverse environment or the willingness to acquire these skills.

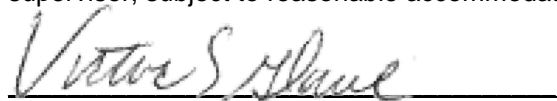
Desired:

1. Successful work or volunteer experience with disabled population.
2. Supervisory experience with school age children.

PHYSICAL DEMANDS:

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X
B.	Walking				X
C.	Sitting		X		
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling			X	
F.	Climbing/Stairs		X		
G.	Driving		X		
H.	Lifting (50 lbs)			X	
I.	Carrying (25 feet)		X		
J.	Manual Dexterity Tasks				
	Telephone		X		
	Computer		X		
	Other		X		
K.	Working Conditions				
	Inside				X
	Outside		X		
	Extremes of Temperature/Humidity		X		

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



*Human Resources Generalist

*This job description is not approved without the signature of a Human Resources Representative.

Date: 9/23/2016

SpecialEdAssociate
VG
Sept, 2016
ASOC