

INDIAN PRAIRIE COMMUNITY UNIT SCHOOL DISTRICT 204

JOB DESCRIPTION

TITLE: SPECIAL EDUCATION ASSISTANT – EARLY CHILDHOOD

SUMMARY: Assist students with activities to maximize participation in learning and achievement of IEP objectives. Perform duties to work with assigned individuals or with groups of students to ensure students' learning and behavioral objectives are achieved, which may include the following:

ESSENTIAL JOB FUNCTIONS:

1. Implement instructional plans as determined by licensed teachers and therapists.
2. Apply lesson modifications as directed and supplement or change lesson modifications as needed to ensure that learning objectives are met.
3. Provide physical care as needed: diaper, toilet, feed, reinforce adaptive PE/motor activities per instructions from teacher and/or therapist(s); assist, as needed, with hygiene and independent living skills.
4. Observe, document and reinforce appropriate student behaviors; communicate activities to teacher and facilitators.
5. Participate in weekly team meeting to review student progress, plan upcoming lessons and participate in trainings.
6. Assist with non-instructional activities.
7. Retrieve students from busses or cars at the start of classes and escort students to appropriate busses or cars at end of classes when required.
8. Record and update student's progress toward achievement of individual educational plan.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

SKILLS, KNOWLEDGE, ABILITIES:

1. Ability to read, write and speak English sufficient to communicate with students and staff and to assist students with instruction.
2. Ability to add, subtract, multiply and divide, and perform basic arithmetic operations as needed to assist students.
3. Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel). Demonstrate proficiency using the technology and computer-based programs provided by the District. Use these programs to effectively manage and organize files, communication, records and databases.
4. Ability to work with a diverse group of individuals and is sensitive to individual differences.
5. Ability to maintain confidentiality of information regarding students, employees and others.
6. Ability to establish a supportive and compassionate relationship with students with special needs.
7. Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
8. Ability to maintain composure in stressful situations and adapt in response to changing conditions.
9. Ability to report work orally or in writing to supervisor as required.
10. Ability to carry out instructions furnished in written or oral form.
11. Ability to work independently, stay on-task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner.

PHYSICAL ABILITIES:

1. Employee must be able to use physical ability to lift students and perform other manipulations to diaper, toilet, feed, dress and assist students with other daily living skills.
2. Employee is regularly required to see, speak and hear; frequently required to sit, stand, walk, use hands and fingers to handle or feel, reach with hands and arms, climb, climb stairs or balance, bend, twist, stoop, kneel, crouch or crawl.
3. Employee must be able to push, pull, lift or carry up to 50 lbs.

EDUCATION/CERTIFICATION/QUALIFICATIONS PROFILE:

Valid Illinois Educator License with Stipulations (Paraprofessional) required.
Prior experience with special needs children desirable.

EQUIPMENT:

1. Use general office equipment.
2. Use personal computers.
3. May need to operate adaptive equipment.

WORK ENVIRONMENT:

Work in standard school building environment.
Work outdoors during outdoor student activities.

TRAVEL REQUIREMENT:

Travel between schools may be required.

SUPERVISOR:

Building Principal and/or designee

WORK CALENDAR: 5302, 5302-DT

FLSA STATUS: Non-Exempt

JOB CATEGORY: Classified