

# Keene School District

## Job Description Classroom Assistant

Effective July 1, 2023

### Purpose Statement

The job of the non-instructional Classroom Assistant was established for the purposes of supporting a student's access to the school environment and providing direct support to students to assist them in overcoming physical, emotional and/or cognitive barriers to accessing their education along with assisting with their daily life needs, including but not limited to, what is outlined and defined in each student's Individual Education Plan (IEP.)

This position is supervised by the school principal.

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### Essential Functions

- Provides non-instructional support which helps students in overcoming barriers to accessing their education, both physical, emotional and/or cognitive.
- Performs other non-instructional tasks which support the overall operations of the classroom or school.
- In addition to the classroom environment, may be assigned to work in any space within the school where student programming occurs.
- May work with multiple students to provide non-instructional academic support as assigned.
- Monitors individual and/or groups of students in a variety of settings for the purpose of maintaining a safe and positive learning environment.
- Reviews and reinforces skills previously addressed by classroom teachers or special education teacher in individual or small group settings within the classroom for the purpose of supporting students' academic engagement in the classroom.
- Promotes age-appropriate social behavior and interactions among all students for the purpose of fostering an inclusive learning environment.
- Models grade level-appropriate boundaries and behaviors for the purpose of facilitating student inclusion.
- Assists students with self-help skills and personal care for the purpose of maintaining students' physical, emotional and/or cognitive needs.
- Assists in the supervision of individuals or groups in order to enforce school and classroom rules, redirect behaviors, and assist with behavior improvement plans for the purpose of maintaining an effective learning environment. If formally trained, may assist in physical management of students when required.

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- May assist with feeding assistance, hygiene needs, access within classroom/school, positioning and mobility, as well as monitoring and assisting with medical equipment used by the student as outlined in the student's IEP for the purpose of supporting student needs.
- Participates in job-related training as directed by the principal or designee.
- Performs other related duties as assigned by teacher, principal or service provider for the purpose of supporting district policies and practices.
- Maintains student privacy as outlined in FERPA and related district policy.
- Abides by all District policies in the performance of job duties.
- Skills, Knowledge and Abilities
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include familiarity with IEPs.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: ability to work as part of a team, patience, FERPA compliance, general confidentiality, and ability to work and interact effectively and professionally with a wide variety of individuals.
- Working Environment:
- Performing the job's functions may require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling. Requires assisting students with personal care and medical needs. Generally, the job requires 30% sitting, 30% walking, and 40% standing. This job is performed in a generally clean and healthy environment.
- Minimum Qualifications:
- High School diploma or equivalent required
- Experience with school age children
- In schools having school wide Title 1 programs, Classroom Assistants must have highly qualified status, which necessitates either
  - Paraprofessional II certification, or
  - Associate's degree or its equivalent
- For all non-target Title 1 schools, an associate's degree and/or certification is preferred

Clearances: NH State background investigation

FLSA Status: Non-Exempt

Approval Date: 5/2023 RM

## EEO Statement

The school districts comprising SAU 29 do not discriminate on the basis of race, color, national origin, sexual orientation, gender identity, disability, age, or any other legally protected class in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: **Director of Human Resources, NHSAU 29, 193 Maple Ave., Keene, NH 603-357-9007**