

**WESTLAKE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: SPECIAL EDUCATION ASSISTANT

File 105

Reports to: Assigned administrator/supervisor

Job Objective: Provides duties aligned with IEP goals that help students benefit from the educational program.

Minimum Qualifications:

- Valid license/permit that meets state department of education and district requirements.
- Meets all mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Student assistance skills substantiated by training and work experience. Knowledge and advanced skills serving individuals with disabilities in a school setting is advantageous. Duties may require agility, strength, and stamina to address behavioral, health and personal care needs of students.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Demonstrates a working knowledge of office and program equipment.
- Demonstrates child development knowledge and the ability to work with a wide range of student (i.e., age, mental/physical skill, etc.) in a variety of instructional settings.
- Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
- Demonstrates respect/concern. Maintains patience/composure with students and families.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits consistent, impartial and resourceful critical-thinking skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets all mandated health screening requirements.
- Respects privacy and maintains the confidentiality of privileged information.
- Uses oral/written and mathematical skills effectively.

NOTE: Position may require successful completion of communicable disease, child abuse/neglect, CPR, and/or first aid, physical crisis intervention training as a condition of employment.

Essential Functions:

Performs duties that support the effective delivery of services as directed by the instructor.

- Works effectively with limited supervision. Performs tasks efficiently to meet deadlines.
- Performs support services that may include student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc.
- Prepares/distributes classroom materials. Sets up classroom equipment for use (e.g., computers, media resources, etc.). Keeps program areas orderly. Cleans/maintains equipment as directed.
- Helps individuals or small groups of students with remedial or enrichment activities. Reinforces instructional objectives introduced by the Teacher.
- Helps Implement intervention strategies identified in individualized educational plans (IEP).
- Assists students as needed (e.g., mobility, transferring, personal hygiene, toileting, dressing, feeding, etc.). Performs health and safety procedures when permitted by state/local regulations. **This includes but is not limited to medical procedures delegated by the school nurse. Examples may include but are also not limited to: tube feeding, diabetic intervention, food allergy intervention and catheterization.**
- Helps students use assistive/augmentative devices. Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment/work surfaces, etc.).
- Actively participates in programmed recreational activities as directed.
- Monitors ill students until a parent/guardian arrives.
- Attends team meetings as requested. Provides insights regarding student behavior/performance. Suggests ideas that enhance program services.
- Helps students develop organizational, time management and study skills. Encourages a positive outlook, reliability, punctuality, active participation, cooperation, accountability, etc.
- Monitors and charts student behavior as directed.
- Prepares program-related paperwork. Verifies the accuracy of data as directed.
- Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).
- Monitors ill students until a parent/guardian arrives.

General Duties:

Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Offers guidance and supports the personal growth of all staff/students.
- Strives to develop rapport and serve as a positive role model for others.

- Supports community participation in school-sponsored activities.
- Supports the continuous advancement of academic standards.
- Takes the initiative to perform routine tasks independently.

Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to appropriate administrator(s).
- Seeks clarification when expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy and exercises self-control when dealing with other individuals. Respects diversity.

Pursues opportunities to enhance professional performance.

- Attends meetings/in-service programs as directed.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Keeps current with technology and other skills associated with work assignments.
- Works toward mastery of individualized development/performance goals as directed.

Takes precautions to ensure safety.

- Implements effective pupil management procedures. Upholds the student conduct code. Maintains high expectations for appropriate student behavior.
- Intervenes to prevent/stop bullying and/or inappropriate student behavior.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Watches for situations that may indicate a problem. Helps manage/eliminate risks.
- Works with staff/students to address equipment safety/security issues.

Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or prolonged standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Westlake City School District.

The Westlake City School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: March, 2012