

| OVERVIEW | |
|-------------------------------|---|
| JOB TITLE | Special Education Educational Assistant |
| GENERAL DESCRIPTION | Will provide assistance to children who need specialized instruction or assistance in a variety of different situations. |
| REQUIREMENTS | <ul style="list-style-type: none"> • Possess a high school diploma or equivalency. • Must have completed one of the following: the state approved Paraprofessional assessment, 48 college credit hours, or a two-year degree or higher. • Prefer a valid teaching certificate and/or some experience working with children. |
| POSITION DETAILS | |
| ESSENTIAL DUTIES | <ul style="list-style-type: none"> • Be able to follow directions as well as give clear directions. • Communicate clearly in oral and written form. • Possess skills for working with people. • Have general knowledge of children and their development. • Have general knowledge of academic content. • Demonstrate an ability to solve problems and make decisions. • Demonstrate good listening skills. • Demonstrate an ability to provide information and answer questions. • Demonstrate an ability to initiate and complete tasks. • Comprehend plans/instructions and be able to follow/implement them. • Relate well to children, be an advocate for them. • Participate in developing ideas for lessons and activities. • Other duties may be assigned by the administration. |
| OTHER DUTIES | <ul style="list-style-type: none"> • Complete duties as assigned dependent on the needs of the teacher and/or individual student(s), such as: <ul style="list-style-type: none"> ○ collaborate/consult with special and regular education staff about students' needs and issues; ○ modify/adapt materials and instructional methods as needed and appropriate; ○ keep records of student performance in all areas; ○ assist teachers with student supervision, clerical needs, lesson planning, preparing materials, etc.; ○ instruct students; assist them with classroom assignments. • Participate in district and special education professional development activities. • Other duties may be assigned. |
| CURRENT CLASS SCHEDULE | <ul style="list-style-type: none"> • |

