

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Special Education Assistant	<b>DATE CREATED:</b>	Oct 21, 2013
<b>CATEGORY:</b>	Educational Assistants	<b>DATE REVISED:</b>	June 4, 2015
<b>DEPARTMENT:</b>	Teaching & Learning	<b>BLS CODE:</b>	25-9041 (partial)
<b>REPORTS TO:</b>	School Principal	<b>FLSA STATUS:</b>	Non-exempt

### POSITION OBJECTIVE:

Instructional: Implement instructional strategies developed by and under the direction of professional staff (teacher, therapist, speech clinician, etc.); assist in teaching related activities which include, but are not limited to, record keeping, material processing, set-up, student assistance, tutoring and other related tasks which allow professional staff to increase efficiency within the instructional program.

Healthcare/physical: Provide assistance to specific individual students with healthcare/physical and/or personal needs which may include, but are not limited to, toileting, feeding, dressing, transferring/lifting and carrying students.

### PRIMARY RESPONSIBILITIES:

1.	Support students with Individual Education Plans (IEPs) in accessing curriculum under the supervision of professional staff.
2.	Conduct small group and tutorial instruction and implement instructional materials develop by and under the direct supervision of licensed educator.
3.	Supervise students in a small group setting and during non-instructional time (lunch / recess) administering classroom rules.
4.	Attend to healthcare/physical needs of students, including, but not limited to, feeding of students, toileting and diapering, dealing with seizures, handling of equipment such as prone standards (muscle inactivity so student is changed manually), wheelchairs and braces (how to refit once removed, how to use properly), and the physical lifting.
5.	Perform basic clerical duties such as operating of word processing program, record keeping, typing, etc.
6.	Assist in preparation of materials needed for classrooms and perform general classroom duties.
7.	Administer medications as assigned by principal/designee and trained by school nurse.
8.	Supervise students both in school and outside in a variety of situations during, before school, noon hour, playground, and after school.
9.	Attend meetings and trainings when requested.
10.	Perform specified medical procedures under conditions of proper training, supervision and evaluation including, but not limited to: clean intermittent catheterization, tube feeding, machine suctioning, colostomy, ileostomy, oxygen supplementation and apnea monitoring.
11.	Seek consultation from principal/designee, parent/guardian, physician/licensed prescriber, and/or school nurse, as appropriate, when questions arise regarding a student's care.
12.	Perform other duties as assigned.

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Administrative Assistant

## CORE COMPETENCIES:

•	Strong collaboration and team building skills;
•	Critical thinking and problem solving skills with the ability to exercise independent judgment and make decisions within prescribed boundaries;
•	Time management, organizational, and prioritization skills with the ability to manage multiple tasks with frequent interruptions;
•	Strong verbal and written communication skills with the ability to communicate, interact and work effectively and cooperatively with people from diverse backgrounds;
•	Ability to maintain confidentiality;
•	Ability to identify and analyze problems using sound judgment while demonstrating initiative to effectively resolve issues in collaboration with other educators;
•	Engage in life-long learning, positively represent the district at all times, and have a commitment to public service.

## REQUIRED QUALIFICATIONS:

•	Graduation from high school.
•	Possession of, or eligibility for, Wisconsin Department of Public Instruction Certificate as a special education aide.
•	Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs; behavior management strategies and techniques relating to pupils experiencing atypical control problems.
•	Working knowledge of technologies appropriate to the educational process.
•	Demonstrated proficiency in reading and math.

## PREFERRED QUALIFICATIONS:

•	Bachelor's or advanced degree education;
•	Minimum of one year of experience working with special needs children;
•	Working knowledge of district adopted software applications (e.g., Infinite Campus, data warehouse & mining system);
•	Knowledge of district and school policies and procedures preferred.

## SPECIAL REQUIREMENTS:

1.	Ability to manage and relate to children with behavioral, learning, physical and medical problems
2.	Occasional travel within the district may be required.

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### ENVIRONMENT / PHYSICAL REQUIREMENTS:

<ul style="list-style-type: none"><li>•</li></ul>	While performing the duties of this job, the employee is frequently required to talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is regularly required to stand, walk, and/or sit and may occasionally be required to reach above shoulders, climb, stoop, kneel, crouch or crawl. Position requires some time exposed to outdoor weather conditions.
<ul style="list-style-type: none"><li>•</li></ul>	The employee must occasionally lift and/or move up to 10 pounds while moving paper work or educational materials. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
<ul style="list-style-type: none"><li>•</li></ul>	Protective gloves are worn when having to come in contact with bodily fluids.

*This document describes general information about the position however should not be considered as comprehensive. School District of New Berlin reserves the right to modify job duties or descriptions at any time. This document is not an employment contract.*