



**JOB TITLE:** Educational Assistant for Special Education

**SALARY:** According to appropriate compensation table

**TERMS OF EMPLOYMENT:** 9-month position

**EVALUATION:** Performance of this job will be evaluated in accordance with the procedures for evaluating non-certified staff

**REPORTS TO:** Principal and Assistant Principal

**SUPERVISORY RESPONSIBILITIES:**

1. None

**JOB QUALIFICATIONS:**

**Education:**

1. High School Diploma or Equivalent
2. Transcripts for post-secondary course work if applicable

**Experience:**

1. None

**Certificates/Licenses:**

1. Cardio Pulmonary Resuscitation (CPR), Crisis Prevention Institute (CPI), and First Aid training preferred
2. Valid driver's license required for center-based SPED programs
3. Successfully complete Widefield School District 3 Small Vehicle Permit class (center-based SPED)

**JOB EXPECTATIONS:**

1. Demonstrates effective organizational, problem solving, and conflict resolution skills
2. Demonstrates punctuality and good attendance
3. Complies with all safety policies, practices, and procedures, including proper use of equipment
4. Reports all unsafe conditions/activities to supervisor, Human Resources, or Risk Management
5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies and procedures
7. Meets deadlines
8. Demonstrates confidentiality as related to job
9. Develops and maintains professional working relations with other District employees
10. Works effectively and appropriately with special needs children
11. Completes CPR, First Aid, and CPI training as required by Widefield School District for SPED programs
12. Safely operates a District van, and maintains a safe driving record
13. Successfully completes District van training on an annual basis
14. Attends staffings and/or meetings regarding students as requested
15. Travels between sites to provide special education services as assigned/required for program needs
16. Continual compliance with regulations, rules or statutes related to Colorado State Board of Education Rules and Regulations, Colorado Department of Education and Colorado State Law

**JOB SKILLS AND ABILITIES:**

1. Demonstrates basic computer and clerical skills
2. Demonstrates ability to work closely with students as a positive role model
3. Demonstrates ability to work without close supervision
4. Demonstrates the ability to remain calm and in control under stressful situations
5. Demonstrates ability to be flexible with changing schedules and duties

## **ESSENTIAL FUNCTIONS:**

1. Carries out lesson plans under the direct guidance or supervision of the special education or general education teacher(s) in the resource room, center-based program, or regular classroom as assigned
2. Works closely with appropriate school or District personnel to integrate students into regular educational settings as appropriate
3. Assists the special education or general education teacher(s) with academics, affective, and/or life skills instruction at school sites and/or within the community
4. Works cooperatively with individuals to support life skills, academic, behavioral, or emotional goals as determined by a student's Individualized Education Plan (IEP)
5. Assists special needs students with personal and health needs, including but not limited to: feeding, changing clothes, diapering, personal hygiene, escorting, lifting, and manipulating equipment as required
6. Oversees the safety and well-being of students in the absence of certified staff
7. Assists the teacher in managing the classroom to help create an environment conducive to health, safety, and learning
8. Assists in the organization, preparation, and care of equipment and materials for Instruction
9. Assists with non-instructional duties such as lunchroom, playground, and restroom as Assigned
10. Assists students during field trips, library class, computer lab, assemblies, time-out, and/or other extensions of the classroom
11. Provides support to student(s) to practice socially appropriate behaviors including, but not limited to: conflict resolution, problem solving skills, and/or pro-social skills as assigned
12. Informs designated building personnel of student issues or concerns such as discipline, child abuse, medication, academics, parent contacts, etc. as required
13. Assists in maintaining special education student records as required by Individual Education Plans (IEPs)
14. Performs necessary clerical duties, including but not limited to: filing, copying, inventory, data entry, and record keeping as assigned by the special education teacher
15. Models an effective understanding and respect for diversity and inclusion
16. Incorporates legal rights and due process for children with special needs
17. Demonstrates the ability to communicate effectively, get along with co-workers, and deal with colleagues in a professional manner
18. Demonstrates a positive attitude toward change
19. Performs such other tasks as may, from time to time, be assigned

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, and feel; reach with hands and arms; taste and smell; and talk and hear. The employee may also need to stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is frequently required to exert average or above average physical effort in the Center Based Special Education programs.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

This is a temporary administrative guide, subject to change.

Prepared by: KV/blm/JL

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