

Title Special Education 1 on 1 Educational Assistant

Description

JOB TITLE:

Special Education 1 on 1 Educational Assistant

SUMMARY OF POSITION/PURPOSE:

To work closely with one or a few pupils with handicaps on a regular basis in an effort to provide them with the physical and emotional help and support they need to gain as full a benefit from the district's special education program as possible.

SUPERVISOR:

Principal with input from Special Education Teacher

SUPERVISES:

No other staff

EDUCATION REQUIRED/PREFERRED:

High School Diploma or GED

EXPERIENCE REQUIRED/PREFERRED: Knowledge of special education student requirements.

CERTIFICATE/LICENSE:

Must possess or be eligible to obtain a NM PED Level 3 Educational Assistant license.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Assists the students) to whom assigned in such physical tasks as changing diapers, bathing, feeding, putting on and taking off of outerwear, moving from room to room, using the lavatory, entering and leaving school bus, and so on.
2. Hears the students) in recitation, reading, and other curriculum tasks, guiding and helping them.
3. Under supervision of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher.
4. Accompanies the students) to whom assigned when field trips, trips to the office or to the school nurse or gym are necessary.
5. Establishes as fully as possible a supportive and sympathetic relationship with the students) and their families.
6. Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.
7. Motivates students to achieve in academics and models exemplary conduct at all times.
8. Engages in on-going professional growth activities such as college courses and in-service training.
9. Assists general education teacher with special needs children in inclusion programs.
10. Occasionally, lifts objects weighing up to 50 lbs.
11. Occasionally assists teacher in lifting students weighing up to 140 lbs.
12. Assist in housekeeping activities to maintain a semi-germ free environment.
13. Performs simple errands and tasks for student(s) such as sharpening pencils, carrying lunch trays and other tasks as assigned by the supervising teacher.

NON-ESSENTIAL FUNCTIONS:

KNOWLEDGE, SKILLS & ABILITIES REQUIRED/PREFERRED:

WORKING CONDITIONS AND PHYSICAL EFFORT:

Employee's work:

Standing 60% Inside 95%

Walking 35% Outside 5%

Sitting 5%

Total 100% 100%

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Requirements While Performing Job:

Physical Activity Daily: Yes/No Description

Twist: Waist Yes

Wrist Yes

Neck/Shoulder Yes

Stoop, bend Yes

Squat, kneel or crawl Yes

Repetitive motions of hands or

wrists Yes

Run No

Climb ladders, stairs, or
equipment No

Ride equipment No

Walk on uneven terrain No

Fine finger dexterity Yes

Manual dexterity Yes

Reaching above shoulders Yes

Reaching at shoulder height Yes

Reaching below shoulders Yes

Other

Requirements for pushing, lifting, pulling, or carrying obstacles of weight

No. of lbs.

from the

floor

Push Pull Lift Carry Frequency: Explain if daily/weekly/monthly/once in a while

0-25 X X Daily

26-50 X X Weekly

51-150

Above 150

No. of lbs

from chest

high

0-25 X X Weekly

26-50 X X Once in a while

51-150

Above 150

No. of lbs.

over head

0-25 X X Once in a while

26-50

51-150

Above 150

Must be capable of working under unusual conditions such as:

Chemicals, skin irritants such as soaps,

cleaning agents and others Yes

Cold/heat of outside work

Confined spaces such as crawl spaces

and other small areas

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Contact with the public Yes

Dampness

Electrical

Explosives, flammables, gas, paint

thinners

High work spaces

Machine noise Yes

Radiation

Sun Yes

Vibration

Protective equipment required

Vision Demand and Capabilities

Normal night vision

Normal depth perception X

Normal depth vision X

Normal color vision X

Red/Green/Amber color

vision X

Uncorrected Vision

Corrected Vision X

Hearing Demands and Capabilities

Hearing essentially normal X

Some high tone loss

Significant high tone loss

Low tone loss

Other requirements:

Corrected hearing X

PRIMARY JOB LOCATION:

Special Education Classroom

TERMS OF EMPLOYMENT (LENGTH OF CONTRACT):

Academic Year

EVALUATION PERFORMED BY:

Building Administrator /Special Education Teacher

Socorro Consolidated Schools provides all training required by OSHA to ensure employee safety.