

Job Title: Educational Assistant - Special Education

FLSA Exemption Status: Non-Exempt

Term: 180 days

Minimum Qualifications:

1. Preferred - Associate Degree, or a minimum of 48 semester hours of college credit.
2. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment), and demonstrable proficiency in reading and writing skills.
3. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
4. Meets health and physical requirements.

Job Objectives/Goals:

To assist teachers in providing specialized academic and physical training to students with disabilities.

Responsibilities and Essential Functions:

1. Attend to the student's personal needs (including, but not limited to, the changing of diapers) of the qualifying student;
2. Help students to walk, board buses, put on prosthetic appliances, eat, dress, and perform other physical activities as their need arises;
3. Provide clerical assistance to teachers and others;
4. Assist with student management;
5. Set up and operate learning/development equipment and materials;
6. Tutor students;
7. Assume responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job; and
8. Perform other duties as assigned.

Skills and Abilities Required:

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Form Perception:** To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.
5. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

Physical Demands:

This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a student. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

Reports To: Sped Department Chair, Building Principal

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

