Intensive Needs Special Education Assistants are paraprofessionals who accept assignments working individually with a student with intensive special education needs; for example students with complex medical needs requiring specialized interventions, personal or hygienic assistance, students who require competence in sign language or students with severe Autism as determined by the Superintendent or designee.

QUALIFICATIONS

- Minimum high school graduate or equivalent (Associate degree preferred)
- Aptitude for carrying out assigned responsibilities
- Interest, ability and aptitude in implementing behavior management plans
- Emotional maturity and focus
- Physical ability to move quickly and easily in all planes
- Physical ability to lift, turn and safely move student with mobility challenges
- Ability to work with a minimum of supervision
- Interest in developing specific instructional skills

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Instructing the special needs student(s) by following programs and lessons developed by classroom teacher and/or special educator.
- Reinforcing instruction throughout the school day.
- Performing informal and functional assessment activities, scoring objectives tests and keeping appropriate records, all at the direction of the Special Educator.
- Assisting with the preparation of materials for specific instructional programs.
- Gathering accurate data about student behavior and/or acquisition of skills.
- Implementing behavioral management programs developed for individual students.
- Supervise students during lunch, recess or other transitional times.
- Actively participate in professional development opportunities.
- Be familiar with the requirements of students’ Individual Education Programs (IEPs).
- Maintain daily journal to be reviewed weekly with the Special Education teacher.
- May be asked to:
  a. Administer medication
b. Set up, use and maintain adaptive equipment

c. Set up and maintain learning centers

d. Operate assistive technology

e. Assist with or provide personal or hygienic care

f. Attend to the complex health needs of a student (feeding tubes, tracheotomy care, etc.)

g. Develop and implement instructional activities designed to address the specialized educational needs of a student with Autism.

h. Participate in specific professional development opportunities.

- Other duties may be assigned.

PROFESSIONAL AND ETHICAL RESPONSIBILITIES

- Maintain confidentiality about all personal information and educational records concerning children, youth, and their families.
- Respect the legal and human rights of children, youth and their families.
- Follow district policies for protecting the health, safety and well-being of children and youth.
- Demonstrate an understanding of the distinctions in the roles of various educational personnel.
- Follow the chain of command for various administrative procedures.
- Follow the directions of the Special Educator and supervisors.
- Demonstrate respect for individual differences, dependability, integrity and other standards of ethical conduct.
- Develop and maintain clear boundaries with students and assist them in attaining independence.
- Develop positive working relationships with students.
- Be punctual and reliable, attending to all daily responsibilities.
- Maintain positive working relationships with colleagues.
- Present as a positive role model for students.