RIVENDELL INTERSTATE SCHOOL DISTRICT
SPECIAL EDUCATION ASSISTANT - PARAPROFESSIONAL

Job Description

Special Education Assistants are paraprofessionals who accept assignments working with students with special education needs, providing academic, social-emotional and behavioral support in a school setting as directed by the Special Education teacher.

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
- 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.
- Supporting authentic participation in the general curriculum.
- 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.
- 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.