

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Special Education Assistant 1 and 2

IMMEDIATE SUPERVISOR School Administrator

GENERAL DUTIES

Perform a variety of paraprofessional duties to assist a licensed teacher in the instruction of students with disabilities. Instruction and/or service may be separate from the teacher, requiring skill and supervision within the framework of an IEP or program procedure. Provide clerical functions as needed. May require assistance to, and supervision of, students on the playground.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent. Two years of post-secondary education, or an associate's (or higher) degree, or a high school education or equivalent and a passing score on a state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing, and mathematics, may be required
- B. The ability to work and communicate effectively with students and school personnel in English and Spanish or other language related to the job, may be required
- C. The ability to work harmoniously with others and to communicate effectively with students and teachers
- D. The ability to understand and follow oral and written instructions
- E. The ability to perform basic secretarial/clerical skills
- F. Appropriate attire for the physical requirements of the job
- G. May be required to become certified in Oregon Intervention System (OIS) or similar district-assigned program
- H. The ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- I. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Instruct individuals or small groups of students as directed by a licensed teacher or in accordance with an adopted program
- B. Check student work, correct papers, and supervise testing
- C. Provide for identified physical needs of students, such as toileting, feeding, therapy, transporting, assisting in lifting or moving students who lack mobility, and other related needs
- D. Assist in implementing classroom management, which may include the physical management, physical movement, lifting, and carrying of students
- E. Assist teacher in devising special strategies to meet student needs, IEPs, and program expectations
- F. Prepare materials as designed by a licensed teacher
- G. Supervise student helpers and direct them in the performance of assigned duties
- H. Perform various clerical duties in student record-keeping and other related functions

- I. Assist in direct instruction as directed by licensed staff. Implement related service activities under the direction of related service staff
- J. Attend and participate in District training sessions
- K. May be required to maintain current First Aid/CPR certificate
- L. Maintain positive and professional behavior, including student/program confidentiality
- M. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 100 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.				X	

*Identify items typically moved: Physically manage students

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Educational Assistants Pay Schedule

Pay Grade: C

Last Revised: June 2007