

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
Special Education Assistant 3  
Adapted P.E. Assistant

**IMMEDIATE SUPERVISOR**      School Administrator

**GENERAL DUTIES**

Perform a variety of paraprofessional instructional duties assisting a licensed teacher in the instruction of single or small groups 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.

**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 high school diploma 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. Previous experience working with handicapped students
- C. First Aid and CPR certification
- D. Ability to understand, follow, and give oral and written instructions
- E. Ability to work one on one or with small groups of students with a variety of handicapping conditions
- F. Ability to demonstrate basic sport/exercise skills
- G. Ability to maintain a schedule
- H. Ability to carry out weekly programming of objectives from IEP for Adapted P.E. services, including reliable data collection
- I. Possess a valid Oregon Driver's License and the availability of a reliable vehicle
- J. Possess basic computer skills
- K. Ability to lift and/or assist students in transfers
- L. 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
- M. 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. Assist the teacher in devising special strategies for meeting student needs, IEPs, and program expectations
- C. Prepare materials assigned by a licensed teacher, IEP, or lesson plan
- D. Assist in direct instruction of students with a variety of disabilities, as directed by professional staff. Implement related service activities designed for students under the direction of licensed staff
- E. Implement behavior protocols that include physical restraint
- F. 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)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

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

\*Identify items typically moved:

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**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:** E

**Last Revised:** June 2007