

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE _____
 LAST REVISION DATE July 1995
 BAND & GRADE B-2-1-4

POSITION TITLE Special Education Assistant

IMMEDIATE SUPERVISOR Designated Teacher

Job Summary (Basic Purpose of Position)

Assist teachers in instructing students with Individual Education Plans by following teachers' directives.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1.00 ASSIST TEACHER IN INSTRUCTING STUDENTS</p> <p>1.01 Perform the following instructional duties under a teachers' direction:</p> <ul style="list-style-type: none"> a. Read to students b. Listen to students read c. Supervise vocabulary drill d. Supervise skills practice e. Administer tests f. Supervise learning games g. Drill math facts h. Manage students' group/individual activities i. Keep students on task j. Explain and re-explain directions and assignments to students. k. Check students' work for accuracy l. Supervise worksheet and/or workbook assignments. <p>1.02 Follow the goals and objectives listed in students' instructional plans or IEPs.</p> <p>1.03 Assist the supervisor in the preparation of instructional materials.</p>	<p>B</p> <p>B</p> <p>B</p>	<p>80D</p> <p>5D</p> <p>2D</p>		<p>Knowledge:</p> <ul style="list-style-type: none"> 1. District policies regarding confidentiality and data privacy. 2. Provisions of SBR 200-20-1 (Education Assistant Agreement) 3. Handicapping conditions 4. General understanding of laws relating to children with handicapping conditions <p>Ability:</p> <ul style="list-style-type: none"> 1. Interact in a positive fashion with students, other educators and parents 2. Describe the positive benefits of education to all students 3. Carefully follow the specific instructions and directions of supervisor 4. Maintain a positive attitude while at work 	<p>1.01 Varied and structured learning experiences as assigned by the teacher are provided for students with accuracy and within established deadlines.</p> <p>1.02 Follows the goals and objectives listed in instructional plans or IEPs when assisting in the instruction of students.</p> <p>1.03 Has developed instructionally related materials by following directions of supervisor.</p>

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.04 Monitor students' behavior as assigned by teacher.	B	5D		5. Clearly communicate ideas to others (children and adults)	1.04 Monitor students behavior as assigned by teacher.
1.05 Copy materials and file reports.	A	1D			1.05 Materials are copied and reports filed on time.
1.06 Maintain accurate records as assigned by supervisor.	A	1D		Skills: 1. Read, write and calculate at 8 th grade level	1.06 Accurate records are maintained as requested by supervisor.
1.07 Supervise students during away from school activities.	A	1D		2. Speak clearly	1.07 Students have been properly supervised during away from school activities.
1.08 Lift, toilet and restrain students as directed by supervising teacher.	A	5D			1.08 Students are lifted, toileted and restrained as directed by classroom teachers.
1.09 Perform other duties as assigned by the principal.	N/A	5D			1.09 Other duties are performed as assigned by principal.