

Exeter Township School District

School District Position Description

Position Title: Special Education Assistant - Learning Support
Classification: Level I
Reports To: Special Education Director
Building Principal

Position Goal: Assist teachers in the Learning Support classroom with daily instructional and non-instructional activities and student management.

ESSENTIAL FUNCTIONS: *Other duties may be assigned*

The essential functions of this position include, but are not limited to, the following fundamental duties:

- Assists teacher in routing classroom operation i.e. tutoring etc.
- Assists with or works under teacher direction to prepare planned instructional materials, attendance reports and class reports.
- Supervises student involved in non-classroom activities; recess, lunch, movement throughout building, etc.
- Implements/follows teacher's instructions regarding classroom procedures, reinforcement, philosophy and consistency.
- Makes appropriate referrals when difficulties arise and teacher is not readily available.
- Assists with clerical duties; inventory, bulletin boards, collecting money etc.
- Demonstrates an understanding of students' problems, while maintaining a firm but courteous manner.
- Attends Open House, conference and other school functions as required.
- Keeps records, writes lessons on the board, corrects student's work, administers or assists with testing/assessments.
- Handles information pertaining to students in a confidential manner.
- Performs other non-certificated job related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises students under teacher direction

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); previous experience with physically, mentally, or learning impaired students or a combination of experience and post high school training.

Satisfy Chapter 14 requirements for paraprofessionals through:

- Completion of at least two (2) years of postsecondary study (48 credits of postsecondary education); or
- Possession of an associate degree or higher (in any subject); or
- Complete and pass the Pennsylvania Special Education Paraeducator Credential of Competency offered through the Pennsylvania Training and Technical Assistance Network (PaTTAN).

LANGUAGE SKILLS:

- Ability to read, write and comprehend simple instructions, short correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed, involved and frequently complex written or oral instructions.
- Ability to deal with problems involving concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

- Ability to work with emotionally, physically, learning and/or mentally impaired students.
- Ability to maintain composure under stressful conditions.
- Ability to develop effective working relationships with students, staff and the school community.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to bend at the trunk more than the average person. Occasionally the employee is required lift/or move up to 90 pounds such as to move students and equipment on wheels. Specific vision abilities required by this job include close vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderately loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee must work with public and other staff, continuously meeting multiple demands from several people. The employee is continuously responsible for the safety, well-being and work output of students.

TERMS OF EMPLOYMENT:

As per terms and conditions set forth in the contract between Exeter Township Education Support Professionals, PSEA/NEA and the Exeter Township School District.

EVALUATION:

Performance will be evaluated annually in accordance with the provisions of Board policies governing noncertificated employees.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the school district administrator designated as immediate supervisor of the position, of any and all reasonable accommodations that will be required. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Exeter Township School District is an equal opportunity employment, educational and service organization.