

**WOODSTOCK CUSD #200 JOB DESCRIPTION** (revised May, 2005)

**TITLE:**                    **ASSOCIATE, SPECIAL EDUCATION**

**QUALIFICATIONS:**        *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: Must meet state/federal guidelines for School District paraprofessionals employed as teacher aide/associate.

Interpersonal Skills: Ability to work collaboratively and cooperatively with other staff and to promote positive team work environment.

Language Skills: Ability to read, write, interpret and comprehend simple instructions, short correspondence, memos and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information one-on-one and in 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 interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands: *The physical demands described 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 is frequently 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. Occasionally the employee is required to lift/or move a minimum of 50 pounds. The employee must be able to push items which may exceed 50 pounds, such as pushing children on a bike or moving/rearranging furniture. Dependent upon the building assignment, the employee may be required to spend up to 35 minutes of time standing in a swimming pool. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

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 usually loud at a standard acceptable level for this environment.

References: References must be provided.

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**REPORTS TO:** Building administrator and certified staff member(s)

**JOB GOAL:** To provide instructional, behavioral and/or physical assistance to a special needs student(s), under the supervision of a certified staff member(s), which will provide a learning environment that will allow students with special needs an opportunity to receive a free, appropriate, public education.

**CONDITIONS OF EMPLOYMENT:** Nine month position with salary and working conditions in compliance with the Agreement between the Woodstock School Related Personnel, Local 1642, IFT/AFT, and the Woodstock CUSD #200 Board of Education.

**PERFORMANCE RESPONSIBILITIES:**

**INSTRUCTIONAL AND BEHAVIORAL NEEDS RESPONSIBILITIES:**

1. Under the supervision of the special education certified staff member, works with individual students or small groups of students to reinforce material initially introduced by the certified staff.
2. Facilitates the student's efforts to meet the specific demands of assigned academic and social/emotional tasks. This might include:
  - a. providing additional drill and practice on skills previously taught (e.g. – listening to student read or recite, providing test drills, etc.);
  - b. providing specified cues and prompts during tasks;
  - c. delivering specified consequences for targeted behavior(s); and
  - d. promoting situations that encourage successful academic and social interactions with others (e.g. – encouraging peer interaction with student).
3. Assists the certified staff member in devising special strategies for reinforcing materials or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
4. Monitors and implements behavior intervention plan as directed by certified staff member(s).
5. Exhibits knowledge of student's IEP goals and works with certified staff member towards the achievement of those goals.
6. Assists the certified staff members with modifying general education materials.

**PHYSICAL AND ADAPTIVE NEEDS RESPONSIBILITIES:**

1. Provides necessary assistance to assigned student(s) in various functional daily living tasks (e.g. – removing outerwear, using the lavatory, moving from room to room, eating). This might also involve the performance of simple tasks that could prove difficult or impossible for a student, given his/her disability (e.g. – carrying lunch tray or books, sharpening a pencil).
2. Provide physical assistance to special needs students. Typical duties that may vary according to school or situation include:
  - a. Transporting to classes
  - b. Assisting students who are not physically independent (lunchroom, washroom, lockers, dressing for P.E., dressing for swimming class)
  - c. Assisting with personal hygiene (may include toileting assistance or diapering)
  - d. Setting up adaptive equipment, and caring for and maintaining that equipment
  - e. Assisting students to and from buses (may include assisting students on and off bus)
  - f. Assisting students during emergency situations, drills and field trips
  - g. Recording seizures and behaviors
  - h. Assisting students with feeding skills as directed by certified staff member
  - i. Lifting of students

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2. Provide physical assistance to special needs students. Typical duties that may vary according to school or situation include:

- j. Assisting students in swimming pool

**FOR STUDENTS WITH LIMITED ENGLISH PROFICIENCY**

1. Provides oral and written translations as directed.

**GENERAL RESPONSIBILITIES:**

1. Participates as member of the IEP (Individual Education Plan) Team through participation in meetings; communication to the Team regarding specific concerns, changes and problem areas; becoming familiar with the IEP goals set for the student to achieve; and assisting in carrying out those IEP goals as directed by the certified staff member.
2. Supervises the student(s) to provide for safety and security when outside of the classroom and direct certified staff supervision (e.g. – in lavatory, on trips to the nurse, office, etc.)
3. Communicates, in written or oral form, with staff, parents (as directed by certified staff), support services and students.
4. Works collaboratively with the team. Maintains anecdotal notes and progress reports as needed.
5. Assists in transitionings.
6. Contributes strategies for developing acceptance of inclusion student by school community, and facilitates student's social interaction with staff members and peers.
7. Assists certified staff members with other activities when available.
8. Participates in continuous staff development activities to maintain and improve job-related skills.
9. Performs other tasks as assigned by the certified staff member, Building Administrator or designee.
10. Protects the confidentiality of district & office records and information unless authorized and directed by their supervisor to provide same when requested under the Illinois Freedom of Information Act.
11. Protects the confidentiality of student records and information according to Board of Education policy and regulations, Illinois Student Records Act and the Family Education and Privacy Act.

**EVALUATION:** Performance will be evaluated annually by the building administrator, with input from the certified staff member(s) to whom assigned.

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Employee Signature

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Hiring Manager Signature

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Date