

## EDUCATIONAL ASSISTANT/SPECIAL EDUCATION

**QUALIFICATIONS:** 1. Special Education Program Aide License 883  
 2. Experience working with children  
 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal / Director of Student Services

**JOB GOAL:** The primary duty of the School District of Waupaca Educational Assistant/Special Education is to support the provisions of special education services pursuant to an individual education program (IEP). Report to assigned special education teacher and work closely with one or more special needs students on a regular basis in an effort to facilitate their physical, cognitive and/or emotional development in order to gain the full benefits from the District's special education program.

### PERFORMANCE RESPONSIBILITIES

- \* A Special Education Program Aide License 883 is required;
- \* Assists student(s) to whom assigned in such physical tasks as putting on and taking off of outerwear, moving from room to room, using lavatory, assisting at lunch, sharpening pencils, etc;
- \* Under the direction of the special education teacher assists the student(s) in recitation, reading, and other curriculum tasks, guiding and helping them, but not teaching them;
- \* Under supervision of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher;
- \* Establishes as fully as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement;
- \* Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned;
- \* Communicates vital information regarding the students to the teacher;
- \* Understands and respects the confidential nature of specific information relating to the students;
- \* Assumes supervisory role over the students when classroom teacher is out of the room;
- \* Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

### WORK SCHEDULE

The work day shall be established by the supervisor but shall not exceed 7.5 hours per day, excluding ½ hour for a duty free lunch, unless other arrangements are made by the supervisor.

The yearly number of days worked in a school fiscal year shall normally be 180 days excluding holidays, unless a different work schedule is approved by the District Administrator.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.