



JOB DESCRIPTION

Special Education Department Assistant – Special Education

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The Special Education Department Assistant, under the general supervision of the Principal and the immediate direction of a certified teacher, performs classroom/office duties for the special education department as instructed by the department chairperson, and assumes the daily duty of a special education campus aide if the need arises.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- Some classroom aide experience preferred or semester hours of college credits with emphasis on child growth and development

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Must be eligible for state certification (required IF hired)

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient word processing and data entry skills
- Ability to meet established deadlines
- Ability to work well with campus staff
- Effective organizational, communication, and interpersonal skills
- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Ability to work with children with disabilities
- Ability to remain calm in a stressful situation

DUTIES AND RESPONSIBILITIES:

1. Notifies parents/teachers/administrators of ARD meetings.
2. Prepares a work folder for each special education student on campus to include copies of TAKS scores as well as psychological testing results and vocational information.
3. Reschedules ARD meetings by mail or phone at the request of the department chairperson or parent.
4. Confirms parent attendance at ARD meetings.
5. Prepares ARD forms for meetings to include demographic and assessment information.
6. Provides on a timely basis a list of special education students (to administrators, teachers, medical and counseling personnel) and copies of the modifications to each regular teacher.
7. Processes schedule changes and assures that students are following the new schedule.
8. Assists students in the CMC center.
9. Sets up/maintains Individual Transition folders on all students ninth grade and above.
10. Notifies the special education office of withdrawals and changes in student data.
11. Assists with vocational assessments as directed by the department chairperson.
12. Relieves special education teachers to attend ARD meetings.
13. Assists the special education staff by typing general correspondence, making copies and aiding in the classroom as needed.
14. Maintains all confidential files on students.
15. Aids in defusing escalated students when necessary.
16. Maintains correct and current schedules on all special education students.
17. Makes copies and distributes behavior management plans to administrators, teachers and counselors.

18. Submits requisitions for special education materials and supplies.
19. Gathers student data regarding discipline, grades, etc. for ARD Committees and administration.
20. Coordinates and assists in the reporting of inventory for the special education office.
21. Distributes copies of IEP to parents when not in attendance at the ARD meeting.
22. Is responsible to director of special education for special education requirements.
23. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbal and written), instruct, read, understand verbal instructions, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy loads (45 pounds or more), hear, maintain visual acuity, speak, kneel, crouch, stoop, push and pull. Regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment, wheelchair lift, ramp, audiovisual equipment, adaptive/assistive devices

Paraprofessional Pay Grade: 4

Days: 185

Wage/Hour Status: Nonexempt

Updated: October 5, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.