

RED LION AREA SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: SPECIAL EDUCATION CLASSROOM ASSISTANT

STATUS: NONEXEMPT – 10 MONTHS

QUALIFICATIONS:

1. High school diploma required.
2. Must be able to satisfy the requirements of 22 Pa.Code §14.105 regarding education or assessment.
3. Such alternatives or equivalents to these requirements as the Board may find acceptable.

REPORTS TO: Supervisor of Special Education or Building Principal

JOB GOAL: To support and assist a certificated teacher in providing instructional programs and services to children with disabilities or eligible young children, as required in the Individualized Education Program (IEP).

ESSENTIAL FUNCTIONS:

1. Provide supports and services to one or more students with a disability in the assigned classroom(s) in accordance with all applicable students' IEPs and non-instructional disability accommodation plans (504 plans).
2. Adhere to all requirements contained in IEPs and 504 plans of assigned students.
3. Assist the classroom teacher by providing intervention and remediation to students on the assigned caseload.
4. Work with students individually or in small groups to reinforce taught skills.
5. Act as liaison between regular education and special education teachers to ensure timely and accurate communication about relevant information regarding student progress.
6. Complete 20 hours of required training as set forth in 22 Pa.Code §14.105 and as directed by the Special Education Department.
7. Assist assigned student(s) with activities of daily living including, but not limited to, moving, standing, sitting, walking, feeding, writing, toileting, and diapering, as designated by the student's IEP.
8. Comply with specially-designed instruction, accommodations, and modifications for each student on the assigned caseload, including PBSPs.

9. Assist the classroom teacher(s) in monitoring the progress of students with respect to positive behavior support plans through the collection of relevant data.
10. Assist the classroom teacher(s) in monitoring the educational progress of each student through the collection, organization, and interpretation of appropriate learning data.
11. Assist students in regular education as needed in the assigned classroom(s).
12. Monitor and redirect, as necessary, the behavior of all students in all areas of the building during school hours and enforce the student code of conduct.
13. Develop and maintain positive and supportive relationships with students on the assigned caseload.
14. Maintain the confidentiality of all personal information of students and staff in accordance with District regulations, policies, and procedures.
15. Provide quality customer service to all faculty, students, parents, and community members.
16. Promote positive public relations through appropriate interaction with the media, parents, taxpayers, staff, and others.
17. Comply with all rules, regulations, and policies of the District.
18. Perform all other duties and responsibilities as assigned by the Supervisor of Special Education, Building Principal, or other supervisory personnel.

PHYSICAL DEMANDS: Constant bending, twisting, lifting, pushing, and pulling. Constantly alternating between sitting and standing. Normally does not work at heights above ten feet. Normally does not lift any object weighing more than fifty pounds. Occasional physical interaction with students in crises.

SENSORY ABILITIES: Visual acuity.
Auditory acuity.

WORK ENVIRONMENT: Typical administrative office and school environment. Subject to inside and outside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions and changes. Able to make judgments and work under high levels of stress.

COGNITIVE ABILITY: Ability to communicate effectively.
Ability to organize tasks.
Ability to handle multiple tasks.
Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills.

Ability to operate various office equipment.
Must possess superior customer service skills.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

TERMS OF EMPLOYMENT:

This position is part of the bargaining unit represented by the Red Lion Area Education Support Professionals Association. All terms and conditions of employment will be in accordance with the applicable Collective Bargaining Agreement, the board-approved contract for this position, and School Board Policy.

The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. The individual currently holding this position performs additional duties as may be assigned.

The District may make reasonable accommodations consistent with all applicable laws and regulations, to enable individuals with disabilities to perform the non-exhaustive list of essential functions in this job description. Reasonable accommodations may only be made pursuant to an interactive process and only to the extent such accommodations do not pose an undue hardship or direct threat to the health and safety of the school community.

The Red Lion Area School District is an Equal Opportunity Employment, Educational/Service Organization.

Date Revised: January 6, 2023

Employee: _____