

BEDFORD COUNTY BOARD OF EDUCATION

TITLE	Special Education Assistant
QUALIFICATIONS	<ol style="list-style-type: none">1. Not less than a high school education or general equivalency diploma (GED).2. Meets health and physical requirements.
JOB GOAL	To assist teachers in giving specialized academic and physical training to students with disabilities.
ACCOUNTABLE TO	School Principal
ESSENTIAL FUNCTIONS	<ol style="list-style-type: none">1. Provide the special education students with accommodations according to the student's IEP.2. Help students to walk, board buses, put on prosthetic appliances, eat, dress, and perform other physical activities as their needs arise.3. Provide clerical assistance to teachers.4. Assist with student management.5. Set up and operate learning/development equipment and materials.6. Work with individual student or small groups of students as directed by a teacher, to reinforce learning of material and skills.7. Assume responsibility for knowing and following safety rules and proper procedures associated with the responsibilities of the job.8. Perform other duties as assigned by the School Principal.

PHYSICAL DEMANDS

This job requires lifting of objects that exceed 50 pounds, or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to 30 pounds or more. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling, and/or crouching
4. Reaching
5. Talking
6. Hearing
7. Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience in other jobs

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to make a generalization, evaluation, or decisions based on sensory or judgmental criteria.
3. Adaptability dealing with students.
4. Ability to work in different locations.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and ideas associated with them.
3. Manual Dexterity: Ability to move the hands easily and skillfully.
4. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
5. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

SALARY

Per current schedule

CONTRACT LENGTH

School year as defined by the Board of Education, not to exceed 180 days.

SICK LEAVE

As per current Board Policy. Sick leave is not cumulative. Unused sick leave will be paid at the end of the fiscal year.

EVALUATION

Performance will be evaluated annually by the School Principal.