

**BANKS SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**Special Education Assistant – Title 1**

Code:	GC-AR(19)
Adopted:	1/11/16

**IMMEDIATE SUPERVISOR      School Administrator/Title 1 Teacher**

**GENERAL DUTIES**

Under the direct supervision of the Title 1 teacher, this employee will perform a wide variety of duties assisting the teacher in an instructional setting. Some clerical duties will be performed as needed. May require assisting handicapped students, and supervision of students on the playground.

**ESSENTIAL REQUIREMENTS**

- A. Two years of post-secondary education, or an associate's (or higher) degree; or high school diploma or equivalent, and a passing score on a state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing, and mathematics
- B. Be at least 18 years of age or older
- C. Personal schedule adjustable to meet the instructional needs of the children
- D. Ability to work effectively and harmoniously with both children and adults
- E. Experience in working with children
- F. Able to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- G. Have standards of moral character as required of teachers

**ESSENTIAL RESPONSIBILITIES**

- A. Under the supervision of a licensed teacher, plan and prepare for classroom activities
- B. Assist in monitoring classroom management
- C. Work with students to meet their educational needs by using appropriate strategies, methods, materials, and/or equipment as directed by the teacher
- D. Check student work, correct papers, and supervise testing
- E. Perform clerical duties as needed
- F. Participate in in-service training programs
- G. Work under the guidelines of any special program, such as Title 1, Title 1-M, etc.
- H. Cultivate and model a respectful working and learning environment
- I. May be required to maintain current First Aid/CPR certificate

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: <b>40</b> lbs.			X		
*Lifting/Carrying Maximum weight: <b>40</b> lbs.			X		

\*Identify items typically moved: \_\_\_\_\_

\_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

**EMPLOYEE STATEMENT**

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date