



School District of Philadelphia

Title: Special Education Assistant

Department: School-Based

Reports To: School Principal

Job Summary

Assists students with various needs including behavioral needs, severe medical and/or mobility needs, who are medically fragile, and/or students with disabilities receiving special education services. Provides support and assistance to help students access the instructional program in school and community settings. Maintains a safe educational environment for students.

Essential Functions

- Records and reports appropriate data regarding academic, behavioral and/or health information and services provided to students using the appropriate service log.
- Assists students to use instructional materials and equipment.
- Provides verbal and/or written feedback of observations to the teacher.
- Works with students to reinforce instructional objectives, and implement Individualized Education Plan (IEP) goals and objectives for students with disabilities receiving special education services.
- Adapts activities, assignments and/or materials as directed by the teacher to allow students to participate in the instructional program.
- Assists in the implementation of the IEP as directed by the teacher for students with disabilities receiving special education services.
- Attends IEP or Service Plan meetings at the request of the principal, teacher and/or parent for a student with disabilities receiving special education services or a 504 Service Plan.
- Assists students with class routines and in transitioning from one activity or location to the next.
- Guides students in developing positive, appropriate interpersonal relationships with peers and adults.
- Supports students with emotional or behavioral concerns and assists in developing appropriate social skills.
- Assists in the management and shaping of student behavioral techniques and/or positive reinforcement strategies.
- Maintains a safe learning environment for students and staff.
- Monitors and assists students in educational and community settings.
- Assists students with ambulation, positioning, turning, and/or mobility within the school premises, class trips, and in the community.
- Assists students with use of mobility and/or weight-bearing equipment, such as leg braces, walkers, standers, and tricycles.
- Assists students with daily living skills, including feeding, grooming and dressing.
- Assists students with all aspects of toileting, which may include lifting on and off the toilet, diapering and the use of changing tables and mats.
- Assists students with tube feedings and/or changing colostomy bag when required as instructed by the teacher and/or school nurse.
- Monitors vital signs; monitors for seizure activity, and/or tube feedings under the direction of the school nurse.
- Administers First Aid and/or CPR whenever needed and/or required.

- Reports any change in daily physical condition for a student with severe medical/mobility needs or who is medically fragile.
- Ensures the student utilizes all needed/required safety/health equipment, such as a helmet, glasses, or hearing aid.
- Notifies the student's teacher of any equipment that may be damaged or in need of repair, such as a wheelchair or hearing aid.
- Serves as a source of information and help to any substitute teacher assigned in the absence of the regularly-assigned teacher.

Knowledge, Skills and Abilities

Demonstrated knowledge of:

- the growth, development and potential educational challenges of students with disabilities.
- the Individuals with Disabilities Education Act (IDEA).
- the types of educational disabilities and special education programs as outlined in the Individuals with Disabilities Education Act (IDEA).

Demonstrated ability to:

- illustrate an understanding, patient, and receptive attitude towards students of varied age groups, temperaments and abilities.
- behave and speak in a professional manner at all times.
- maintain a cooperative staff relationship with all personnel in the education setting.
- read, write and speak English.
- operate standard office equipment (e.g. computer, printer, fax machine, copier) including relevant software applications.
- maintain student confidentiality and handle information and materials with complete security.
- learn classroom procedures.
- be understanding, patient and receptive towards students of various age groups, temperaments and abilities.
- learn and apply behavior modification or management strategies, techniques and reinforcement methods.
- learn and utilize instructional materials, assistive technology and/or communication devices used by students.
- maintain accurate, complete and correct service logs for all students.
- lift, move and position a student up to age twenty-two who may weigh 150 pounds or more with the assistance from properly trained personnel and/or a mechanical lift.
- communicate effectively, both orally and in writing.
- understand and follow oral and written instructions.
- establish and maintain effective working relationships.
- act calmly and appropriately in emergency situations.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Minimum Acceptable Training and Experience

- High School Diploma or GED.
- Pass the No Child Left Behind (NCLB) Highly Qualified test.

- Two years of full-time, paid experience working with school-aged children with disabilities and/or medical needs in an institutional, educational or childcare setting.

OR

- High School Diploma or GED.
- Pass the No Child Left Behind (NCLB) Highly Qualified test.
- Three years of volunteer experience working with school-age children with disabilities and/or medical needs in an institutional, educational or childcare setting.

OR

- Associate's degree from an accredited college or university.
- One year of full-time, paid experience working with school-aged children with disabilities and/or medical needs in an institutional, educational or childcare setting.

OR

- Associate's degree from an accredited college or university.
- Two years of volunteer experience working with school-age children with disabilities and/or medical needs in an institutional, educational or childcare setting.

OR

- Completion of sixty credit hours as a matriculated student at an accredited college or university.
- One year of full-time, paid experience working with school-aged children with disabilities and/or medical needs in an institutional, educational or childcare setting.

OR

- Completion of sixty credit hours as a matriculated student at an accredited college or university.
- Two years of volunteer experience working with school-aged children with disabilities and/or medical needs in an institutional, educational or childcare setting.

OR

- High School Diploma or GED.
- Possession of the Credential of Competency for Special Education Paraprofessionals issued by the Pennsylvania Department of Education
- One year of full-time, paid experience working with school-aged children with disabilities and/or medical needs in an institutional, educational or childcare setting.

OR

- High School Diploma or GED.

- Possession of the Credential of Competency for Special Education Paraprofessionals issued by the Pennsylvania Department of Education.
- Two years of volunteer experience working with school-aged children with disabilities and/or medical needs in an institutional, educational or childcare setting.

Certificates//Licenses

- Possession of valid certificates documenting the completion of approved training courses in First Aid and Cardiopulmonary Resuscitation (CPR) within thirty days of appointment and during tenure of appointment.

Talent Use Only	
Title Code	0863
Salary Grade	0504***
Bargaining Unit	PFT
Date of Establishment	7/12
Spec Revised	7/13
Spec Revised and Title Revision	1/18
Analyst	JAG