

SPECIAL EDUCATION JOB POSTING

Title/Position: Special Education Assistant
Employment Type: Part Time
Start Date: ASAP
School: Western Wayne Elementary School
Reports to: Building Principal/Special Education Coordinator

Job Description

The Special Education Assistant assists teachers in the delivery of educational and behavioral interventions of Special Education students; also assists Special Education students in general education classrooms with the goal of helping students to reach their educational goals. Due to the varied and individual needs of each student, Special Education Assistants may provide a variety of support and assistance, and should be flexible adjusting to student needs.

Job Requirements

- Delivers educational interventions designed by Special Education Teachers to help students meet educational, academic, life skill, behavioral, physical, social and emotional goals.
- Assists teachers with Special Education students to enable learning with minimal disruptions to other students.
- Provides small group and tutorial instruction and supervision as directed
- Provides preventative and follow-up behavior management to students exhibiting disruptive behaviors and documents these situations.
- Communicates effectively with staff, students, administration, and special education coordinator.
- Learn and implement a variety of behavior plans for students.
- Uses knowledge of student needs to make necessary modification to daily activities.
- Attends to health care needs of students, which may include feeding, toileting, diapering, and handling equipment.
- Assist in reparation of materials needed for classrooms, including duplication, lamination, etc.
- Participate in training and/or professional development as directed
- Ability to work as a team member

Job Qualifications

- High school diploma or GED

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