



Job Description

Job Title: Special Education Assistant

Reports to: Building Administrator

Qualifications:

A Highly Qualified Paraprofessional as defined by the state of Tennessee in **ONE** of the following ways **before being hired:**

- Completed at least 48 college semester hours- The state equates 48 semester hours (including remedial courses), as the equivalent of two years of college. Developmental courses may count toward the 48 hours. The state **DOES NOT** require the coursework or associate's degree be in any specific subject or field. The nature of the coursework or degree is left to the discretion of the school system. **HOWEVER**, the coursework **MUST** have been obtained from an accredited institution of higher education;
- Obtained an associate's degree or higher; **OR**
- High School Diploma or GED AND Pass the Praxis ParaPro Assessment as the statewide test for paraprofessionals **prior to being hired (\$55 at the applicant's expense)**
- Physical Requirements: The usual and customary methods of performing the job's functions require the following physical demands; occasional lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching and/or crawling, and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing.

Responsibilities and Essential Functions:

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives;
- Administers assistance as instructed for the purpose of meeting immediate health care needs and/or developing children's daily living activities and behavioral skills;
- Participates in the implementation of IEP Goals for the purpose of meeting IEP Goals;
- Participates in the implementation of student behavior plans for the purpose of ensuring effective and safe student learning;
- Performs clerical tasks for the purpose of helping the teacher get instructional materials ready;
- Adheres to the requirements of confidentiality regarding student information;
- Models mutual respect and appropriate behavior in interacting with students;
- Assists physically disabled students with lavatory and daily living needs;
- Performs additional duties as required by the supervising teacher and/or building administrator.

FLSA Status: Non-Exempt

Terms of Employment: 190 Day Calendar; Hourly rate to be established by the Board

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.