

**Sheridan School District 48J**  
**Job Description**

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Position Title: **Educational Assistant**  
Department: Special Education  
Reports To: Principal/Special Education Director  
Terms of Employment: As per bargaining agreement  
Classified: Non-Exempt  
Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

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**SUMMARY:** Assist teacher in providing special programs to students with disabilities and other special education students receiving Individualized Educational Programs.

**QUALIFICATIONS:**

- High school diploma or equivalent.
- Experience working with students with disabilities desired.
- Secretarial skills (typing, filing, record keeping)
- Ability to organize work effectively and efficiently.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** *Other duties may be assigned.*

- Assists LRC and/or regular classroom teacher in diagnostic testing and preparation of reports.
- Demonstrates appropriate instruction and behavior management skills.
- Manages prescriptive programs as directed in the individualized program plan instructions.
- Assists classroom teacher with clerical and other classroom-related tasks.
- Assists mainstreamed students in regular classes as needed by the student or indicated by the IEP.
- Assist in individual or small group instruction of students on Individual Education Plans.
- Assist teacher in maintaining discipline.
- Assist with classroom set-up and maintenance.
- Assist with preparation of instructional and assessment materials.
- Assist with related clerical functions.
- Supervise students under teacher direction.
- Perform other duties that may be assigned by teacher and/or school principal.

**EQUIPMENT USED:**

- Computer, copy machine, fax machine and other standard office equipment.

**SUPERVISORY RESPONSIBILITIES:**

Supervises students under teacher direction.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 40 lbs and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sounds is coming from and hear in a noisy environment.

While performing the duties of this job, the employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be

directly responsible for the safety, well-being and/or work output of students.

**CERTIFICATION AND LICENSING:**

- Hold valid first aid/CPR card, as required for position.
- At least two years of related college education, an AA degree or successful completion of the skills test offered by WESD, as required for position.

The statements herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work and physical requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work or otherwise to balance the workload.

I have read and understand this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_