

Job Description

Position Title: Special Education Assistant

Reports To: Special Education Teacher / Building Administrator

FLSA Status: Non-Exempt

Work Year:

Wage:

Position Summary

The Special Education Assistant provides instructional, behavioral, and functional support to students receiving special education services. This position includes working with students as assigned, as well as assisting groups of students in general and special education settings. The Special Education Assistant works under the supervision of a licensed teacher to implement Individualized Education Programs (IEPs), encourage student independence, and foster a safe, inclusive learning environment.

Essential Duties and Responsibilities

- Provide academic and behavioral support to assigned students as directed by the Special Education Teacher.
 - Assist with the delivery of instructional activities, accommodations, and modifications in alignment with student IEPs.
 - Monitor student progress and collect data on academic, behavioral, and functional goals.
 - Support students during classroom activities, transitions, recess, lunch, field trips, and other school functions.
 - Implement behavior support plans and use positive behavior intervention strategies.
 - Encourage and model appropriate social skills and self-regulation.
 - Collaborate effectively with teachers, specialists, administrators, and families.
 - Maintain accurate, confidential records in compliance with FERPA and district policy.
 - Attend staff meetings and participate in professional development as required.
 - Perform other related duties as assigned by the supervising teacher or administrator.
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Required Qualifications

- High school diploma or equivalent required.

- Experience working with children or students, preferably in an educational or special education setting.
 - Ability to work effectively with students who may have significant learning, behavioral, or physical needs.
 - Strong interpersonal and communication skills.
 - Ability to remain patient, flexible, and calm under pressure.
 - Ability to follow directions and carry out instructional plans with accuracy and discretion.
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Knowledge, Skills, and Abilities

- Knowledge of child development and instructional strategies for diverse learners.
 - Ability to establish and maintain effective relationships with students, staff, and families.
 - Familiarity with special education practices and positive behavior supports.
 - Skill in maintaining confidentiality and professionalism.
 - Ability to use basic technology, including word processing, email, and student data systems.
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Working Conditions

- May work with students who exhibit challenging behaviors, including aggression, elopement, or emotional dysregulation.
 - Requires the ability to lift, move, and support students up to 25–50 pounds.
 - May require assisting students with mobility equipment and physical positioning.
 - Duties performed in classrooms, outdoor environments, playgrounds, and on field trips.
 - Regularly required to stand, walk, bend, stoop, kneel, and reach.
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Evaluation

Performance of this position will be evaluated annually by the supervising administrator in accordance with school policy.