

THE TROY CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: SPECIAL EDUCATION/INTERVENTION ASSISTANT

File 508

Reports to: Principal and assigned teacher

Job Objectives: Performs a variety of non-teaching classroom duties.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Self-directed and able to learn required skills for the position.
- Holds or is qualified to obtain an Educational Aide Permit.
- Congenial disposition and effective interpersonal skills.

Note: Appointment may require successful completion of communicable disease, child abuse, CPR, first aid, and/or behavioral management training.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the teacher for instructions. Works with small groups and/or individual students. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative procedures.
- Supports community partnerships that enhance district programs.
- Helps students with remedial and/or enrichment activities. Reinforces materials introduced by the teacher. Maintains a positive learning environment.
- Offers help when students ask for or their behavior suggests they need assistance. Avoids being intrusive and exercises discretion.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Actively participates in programmed recreational activities as directed.
- Maintains the confidentiality of privileged information.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Maintains high standards. Upholds the student conduct code.
- Works with the classroom teacher to address persistent behavior problems. Charts student behavior as directed.
- Supervises non-classroom activities as directed.
- Promotes the proper use and care of school property. Reports student discipline problems or other related concerns to the teacher and/or principal.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Performs clerical work related to classroom activities.
- Prepares classroom equipment for use (e.g., computers, media resources, etc.).
- Helps keep classroom and storage areas orderly.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for work-related decisions and conduct.
- Performs other specific job-related duties as directed.

Abilities Required: The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism.
- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, listening, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and helps resolve work-related conflicts.
- Exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

Working Conditions:

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive, unruly, and/or menacing individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include operating and/or riding in a vehicle.
- Duties may include bending, climbing, crouching, kneeling, reaching, standing.
- Duties may include lifting, carrying, and moving work-related supplies/equipment.
- Potential for exposure to medications, air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to the negotiated bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: June, 2003

Signature: _____ Date: _____