**WOODWARD ACADEMY**

**Special Education Associate**

­­­­­­**Department**: Education **Job Status:** Full-time

**Reports to:** Special Education Coordinator **FLSA Status:** Non-Exempt

**Positions Supervised:** None **Amount of Travel:** 10%

**Work Schedule:** AM shift is 7 am to 3 pm and as needed.

**POSITION SUMMARY:**

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

* Assists to provide academic, behavior management, crisis intervention and/or other educational service supports in structured individual or group settings.
* Assists to provide individual and/or group instruction under the direction of the certified teacher.
* Collaborates with the team in planning and implementing educational, social-emotional, and behavioral interventions for individuals and groups of students.
* Provides support and assists with supervision of students in various settings.
* Supervise students in the lunchroom, restrooms, halls, playground and other areas as directed.
* Monitor classes during teacher absences of short duration.
* Assist in preparation, implementation, and adaptation of instructional materials as directed by the teacher.
* Completes clerical duties related to educational programming, instruction and/or classroom management including, but not limited to, materials preparation, communications, and recordkeeping related to student attendance, performance, behavioral incidents, etc.
* Demonstrate patience with and care for students; utilizing firmness, friendliness and fairness.
* Maintain confidentiality.
* Participate in projects, committees, or activities to support the mission of the program, building, or district.
* Convey a positive and professional image to students, families, and colleagues.
* Communicate effectively and maintain effective, professional, and collaborative working relationships.
* Maintain flexibility in responding to the changing needs of students and the district. Demonstrate an ability to prioritize and coordinate multiple tasks at a given time.
* Use and integrate technology appropriately in daily work which includes, but is not limited to, application of basic computer skills to effectively use email, internet, and word processing.
* Know emergency procedures for the building and classrooms within which you work.
* Report incidents of unusual nature to teachers and principal.
* Participate in staff development and professional growth activities provided by the district.

1. Escort students to work, mealtime, recreation, education activities, and participate in their supervision and instruction.
2. Limited one-to-one counseling.
3. Give basic instruction in work, recreation and housekeeping activities.
4. Abide by The Health Insurance Portability and Accountability Act of 1996 (42 USC & 201 et seq.)
5. Performs such other duties as are assigned by authorized representatives of Woodward Academy.

**POSITION QUALIFICATIONS:**

* Accountability - Ability to accept responsibility and account for his/her actions.
* Accuracy - Ability to perform work accurately and thoroughly.
* Communication, Oral - Ability to communicate effectively with others using the spoken word.
* Communication, Written - Ability to communicate in writing clearly and concisely.
* Detail Oriented - Ability to pay attention to the minute details of a project or task.
* Decision Making - Ability to make critical decisions while following company procedures.
* Interpersonal Relationships – Ability to develop a strong association among individuals that they are working with and communicate effectively with others, whether colleagues, customers or clients.
* Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
* Organized - Possessing the trait of being organized or following a systematic method of performing a task.
* Self-Development - Taking steps to better yourself, such as by learning new skills or improving current skills and recognizing and changing bad habits.
* Tactful - Ability to show consideration for and maintain good relations with others.
* Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

**SKILLS & ABILITIES:**

**Required Education/Experience:**

High School Diploma or Equivalent. One-year previous work/volunteer experience with kids under the age of 21.

**Preferred Education/Experience:**

Prefer one or more of the following: obtain or currently hold a current Paraeducator Certificate from the Iowa Board of Educational Examiners, the Iowa Substitute Authorization from the Iowa Board of Educational Examiners or Teaching License from the Iowa Board of Educational Examiners.

**Other Skills:** Must maintain flexibility in a fast-paced changing environment.

**PHYSICAL DEMANDS**

|  |  |
| --- | --- |
| **Physical Demands** | **Lift/Carry** |
| |  |  | | --- | --- | | Stand | O (Occasionally) | | Walk | F (Frequently) | | Sit | O (Occasionally) | | Handling / Fingering | F (Frequently) | | Reach Outward | F (Frequently) | | Reach Above Shoulder | O (Occasionally) | | Climb | O (Occasionally) | | Crawl | N (Not Applicable) | | Squat or Kneel | O (Occasionally) | | Bend | O (Occasionally) | | |  |  | | --- | --- | | 10 lbs or less | F (Frequently) | | 11-20 lbs | O (Occasionally) | | 21-50 lbs | O (Occasionally) | | 51-100 lbs | O (Occasionally) | | Over 100 lbs | O (Occasionally) | |
| **Push/Pull** |
| |  |  | | --- | --- | | 12 lbs or less | O (Occasionally) | | 13-25 lbs | O (Occasionally) | | 26-40 lbs | O (Occasionally) | | 41-100 lbs | O (Occasionally) | |

|  |  |
| --- | --- |
| **N (Not Applicable)** | Activity is not applicable to this occupation. |
| **O (Occasionally)** | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| **F (Frequently)** | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| **C (Constantly)** | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

**Other Physical Requirements**

Vision (Near)

Sense of Sound (normal conversation and telephone)

It is an essential function of the job that staff be capable of participating in physical training activities and be able to physically perform Emergency Safety Interventions (ESIs) when necessary.

**WORK ENVIRONMENT**

The work environment is that which is typically found in a business office.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

**I have read & understand the contents of this job description as it relates to my job. I also verify, by signing this form, that I am physically able to perform all of the functions of my job. Your employment status will be contingent upon the results of a national criminal history record check to include fingerprints.**

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Human Resources Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_