



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

Page 1 of 3

**POSITION:** Special Education Assistant

**REPORTS TO:** Building Principal/Assistant Principal and Director of Special Education

**LENGTH OF CONTRACT:** School Year

**EDUCATIONAL REQUIREMENTS:** A minimum of 50 completed college credits preferred

### **JOB SUMMARY:**

The Special Education Assistant assists teachers in the delivery of educational and behavioral interventions of Special Education students; also assists Special Education students in general education classrooms with the goal of helping students to reach their educational goals. Due to the varied and individual needs of each student, Special Education Assistants may provide a variety of support and assistance, and should be flexible adjusting to student needs.

### **ESSENTIAL JOB FUNCTIONS:**

- Delivers educational interventions designed by Special Education teachers to help students meet educational, academic, life skill, behavioral, physical, social and emotional goals.
- Assists teachers with Special Education students to enable learning with minimal disruptions to other students.
- Assists students with basic dress and grooming self-care
- Attends to physical needs of students. May include handling equipment such as prone standards (muscle inactivity so student is changed manually), wheelchairs and braces, (how to refit once removed, how to use properly, and physical lifting).
- Assists Special Education students to complete homework assignments and prepare for tests.
- Provides small group and tutorial instruction and supervision as directed.
- Provides preventative and follow-up behavior management to students exhibiting disruptive behaviors and documents these situations.
- Communicates effectively with staff and students regarding needs and concerns.
- Learn and implement a variety of behavior plans for students.
- Attends to health care physical needs of students, which may include feeding, toileting, diapering, responding to medical emergencies, and handling equipment.



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

Page 2 of 3

### **ANCILLARY JOB FUNCTIONS:**

- Assists in preparation of materials needed for classrooms, including duplication, lamination, etc.
- Assists in and around the school with recess/lunch/bus duty and general assistance in hallways and classrooms.
- Attends staff meetings and trainings as needed.
- Takes notes for students and provide to appropriate staff.
- Participate in professional development as directed.
- Attend and participate in parent/teacher conferences as directed.
- Performs other related duties as assigned.

**PREFERRED QUALIFICATIONS:** Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Some experience working with special needs children.

**KNOWLEDGE, SKILLS, AND ABILITIES:** May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to interact and communicate effectively with children with special needs.
- Ability to provide behavior management and crisis intervention.
- Ability to work as a team member providing services to children with special needs.
- Ability to use sound judgment and knowledge of student behaviors and district policies to make decisions.
- Excellent communication skills.

**WORK ENVIRONMENT:** Environment or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be exposed to inclement outdoor weather conditions.
- May be exposed to potentially hazardous bodily fluids when assisting students with physical needs.
- May be required to work in a physically hazardous setting when a student is in crisis.



## Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

### Job Description

Page 3 of 3

**PHYSICAL REQUIREMENTS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequently required to talk and hear.
- Must be able to feel attributes of objects, grasp, push, stand/walk/run, reach, and stoop/kneel/crouch, climb.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors to observe students and ensure safety.
- May be required to lift up to 50 pounds.

BOE Approved Date: 8/23/2018 (REVISED)