LAKELAND SCHOOL SYSTEM
Learn. Grow. Lead.

Job Description

Job Title: Special Educational Assistant

Exemption Status: FLSA/Non exempt

Reports to: Supervising Teacher and Principal

Date Approved: November 7, 2022

Dept./School: Assigned Campus

Primary Purpose:

This position assists students and teachers to help meet stated educational goals.

Minimum Training and Qualifications:

Highly Qualified Status. ESSA guidelines require that paraprofessionals (educational assistants) who provide instructional services must have fulfilled one of the following to meet the highly qualified requirements.

a. Obtained an associate's or higher degree; or
b. Completed two years of study at an institution of higher education; or
c. Passed a test that demonstrates knowledge of and the ability to assist in the instruction of reading, writing, and mathematics

Two years experience working with children

Strong verbal, presentation and interpersonal skills

Performance Responsibilities:

1. Assists students, teachers, and others as directed.
2. Assists students with toileting, feeding, and any other special needs.
3. Administers, scores, and records such achievements and diagnostic tests as recommended by the teacher.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Distributes and collects workbooks, papers, and other materials for instruction.
6. Assists with the supervision of students during emergency drills, assemblies, play periods and field trips.
7. Checks notebooks, corrects papers, and supervises testing and makeup work as assigned.
8. Works with individual students or small groups of students to reinforce learning of material or skills.
9. Knows and follows all safety rules and procedures associated with the responsibilities of the position.
10. Establishes and maintains satisfactory, respectful working relationships within the school environment.

11. Ability to move around well enough to perform the duties of the position safely.
12. Successfully participates in required training.
13. Performs other duties as assigned by the supervising teacher and/or school principal.

Clearances and Testing: *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer; standard instructional equipment; other specialized and adaptive equipment used by students

Posture: Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and reaching

Lifting: Frequent lifting and carrying (up to 50 pounds), positioning students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive and other classroom equipment

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The **Special Educational Assistant** maintains a thirty five (**35**)-hour work week. This is a ten (**10**) month position with work hours and salary determined by the Board. Performance of this job will be evaluated according to procedures established by the Human Resources Department.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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