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JOB POSTING FOR 2026-2027 SCHOOL YEAR

TITLE: Special Education CI Program SSP	**FLSA:** Non-Exempt
REPORTS TO: Building Principal and Special Education Director	**POSTED:** June 5, 2026
RATE OF PAY: Instructional Support SSP Commensurate with Contract - $15.75 per hour to start beginning with the 2026-27 school year.	**NUMBER OF DAYS:** School Year Position 7.0 hours per day, Monday - Friday
LOCATION: Gateway North Elementary School	

POSITION SUMMARY

The Special Education Program SSP is responsible for providing interventions and accommodations to special education students in the special education and/or general education classroom under the direction of the teacher. The SSP is responsible for some supplemental lesson planning based on analysis of data and the direction of the special education teacher(s) and the principal. The SSP will administer and analyze multiple student assessments.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act (ADA). The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Work under the direction of professional staff.
- Assist student(s) to participate in the classroom implementing modifications, interventions and accommodations as directed by the student's team.
- Implement student lessons and activities under the direction of the special education teacher.
- Anticipate situations that may be stressful for the student and use tools that help the student remain calm.
- Appropriately redirect students' attention and address student behaviors.
- Ability to support goals of independence, socialization and appropriate behaviors.
- Assist students with personal care needs when appropriate and necessary.
- Plan student lessons and activities under the direction of the special education teacher.
- Engage students in lessons.

- Serve as a member of the instructional team responsible for student growth.
- Support the teacher in maintaining an orderly classroom environment.
- Be active in the classroom setting, moving throughout the room to provide continuous academic and behavioral support.
- Appropriately redirect students' attention and address student behaviors.
- Record and maintain student data accurately and in a timely manner as required for the program.
- Assist with the maintenance of student records.
- Relate in a consistently positive manner to students, staff, and parents.
- Responsible for student safety and administer First Aid, as necessary.
- Supervise students in the lunchroom, outside at recess, and in transitions, as directed.
- Carry out requests and/or directives from the principal to facilitate the successful operation of a program.
- Collaborate with professional staff to address student needs.
- Demonstrate willingness to participate in ongoing training, as assigned.
- Complete all clerical duties requested by building principal and/or professional staff members.
- Complete PARS, Medicaid logging, or any other reporting requirement as directed.
- Be flexible to changing schedules and duties as students' schedules and/or the instructional day are adjusted throughout the school year.
- Perform other duties as assigned by the Superintendent or designed representatives.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- Must have a secondary school diploma or its recognized equivalent.

EXPERIENCE:

- Crisis Prevention Institute (CPI) training - *preferred*.
- Worked, volunteered, and/or interned successfully in a school setting in the last five years - *preferred*
- Experience working with students with special needs - *preferred*
- Have and/or is in the process of earning a teaching certificate - *preferred*

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to establish warm, supportive relationships with the children, accept and profit from supervision and constructive criticism, develop and maintain working relationships with parents and staff, and thrive in a team-oriented environment.
- Excellent understanding of the English language; good oral and written language skills
- Understanding of the teaching/learning process.
- Experience with planning lessons and activities that support a learning environment.

- Experience with using technology including iPads, laptops, and document cameras.
- Ability to use software and web applications such as Microsoft Word and Excel, and Google Workspace Applications and Tools such as Gmail, Google Forms, Google Sheets, etc. for purposes of communicating information, keeping records, and completing job related tasks.
- Experience working with children in large- and small-group settings.
- Knowledge of teaching and activity methods used with young children; materials/equipment used in group settings of young children; principles of child development and behavior of individual children; positive discipline and redirection techniques.
- Good organizational skills.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand and move quickly. Ability to move around the classroom including stooping, bending, standing for extended periods and moving heavy objects. Crisis intervention may require participating in physical restraints. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee may be required to leave the building.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through Fast Track.
A completed online application is required for all applicants.
This position will be posted until June 19, 2026, or until filled.

It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.

Together, we succeed.