

To apply, please send resume with cover letter to: [tsmith@stcroixprep.org](mailto:tsmith@stcroixprep.org)

## Special Education/ Program Educational Assistant Job Description

*The primary role of Educational Assistants is to contribute to and enhance an effective learning environment by offering students personalized attention, instructional and behavioral support in accordance with St. Croix Preparatory Academy mission to develop each student's academic potential, personal character, and leadership qualities through an academically rigorous and content rich educational program grounded in a classical tradition.*

The job of Special Education Program Educational Assistant was established for the purpose/s of providing support to the instructional program within assigned school with specific responsibility for assisting in the supervision and instruction of special needs students, severely special needs students; observing and documenting student progress; implementing plans for instruction; and assisting students by providing for special health care needs. *This position is contingent on Special Education student enrollment.*

**Reports To:** Special Education Teacher, Director of Special Education, Division Principal

### Essential Duties and Responsibilities:

#### Clerical (.20)

- Prepares teaching materials (copies, cuts, laminates, etc.) in an accurate and timely manner according to IEP.
- Sorts, corrects, records, distributes student work and communicates meaningful information to special education teacher
- Able to understand and interpret student's IEP's to be able to record necessary data and information
- Records data from assessments to be reviewed by the special education teacher

#### Management (.50)

- Mirrors teacher, classroom management and techniques
- Maintains awareness of student behavior and safety
- Manages student behavior and safety, follows school discipline rules as well as accommodations on student's IEP
- Actively promotes positive interactions between students
- Reports student progress as appropriate to the classroom teacher and special education teacher
- Utilizes intervention techniques designed by the instructional team and IEP team
- Follows special education teacher directions for IEP accommodations and modifications
- Assists students in and out of wheelchairs; loading and unloading on the bus; transporting students in their wheelchairs in and around school and on field trips for the purpose of ensuring the student gets to and from school and to the proper places safely
- Monitors and is aware of medical needs of students, medical concerns and responds to emergencies
- Assists students with the use of media equipment, augmentative communication devices and computer learning techniques
- Assists with the physical demands of students by lifting, positioning, putting students in supportive devices
- Administers immediate first aid and medical assistance as instructed by a health care professional (e.g. diapering, tube feeding, colostomy bags, medication, etc.) for the purpose of meeting immediate health care needs and/or developing children's daily living activities and behavioral skills
- Assists the teacher in the rewriting of materials to meet academic levels of a student or group
- Assists the teacher in implementing student IEPs
- Works with students one-to-one or in small groups
- With appropriate supervision and training, assists in teaching communication skills, implementing student behavior and learning programs with the use of behavior modification and crisis intervention
- Assists with the physical demands of functional life skills and academic skills, in school and community setting
- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives
- Makes observations, collects data, and gives input to appropriate staff

#### Instructional Support (.20)

- Mirrors teacher instructional practices

- Reinforces instruction as directed by special education teacher
- Knowledgeably assists in whole group instruction/resource room

**Experience, Skills and Mindset Required:**

- An AA, AS, AAS (or higher) degree or two years post-secondary coursework (60 semester credits or the amount required to complete two years of full time enrollment as determined by the higher education institution attended), or passing score of 460 (or higher) on the ParaPro Assessment.
- Must understand the developmental levels of Lower, Middle, or Upper school students and be child-oriented
- Must be personable, reliable and able to work within teams to cooperatively and harmoniously meet the needs of all students at appropriate division level
- Maintain professional and technical knowledge by participating in professional development activities designed to familiarize and build skills related to the role of the Educational Assistant.
- Maintains professional and technical knowledge by attending monthly Educational Assistant meetings.
- Encourage a student mindset that all abilities will improve with hard work and dedication.
- Foster a love of learning and passion for knowledge
- Ability to maintain confidentiality about student information
- Willingly follows and supports SCPA policies and procedures
- Performs other duties as may be assigned