

## **Education Support Specialist**

### **Purpose**

The job of Education Support Specialist is done for the purpose/s of assisting in the supervision and instruction of students in special areas (e.g. severe physical, cognitive or vision disabilities; hearing screenings; language translation, preschool, etc.) under the supervision of assigned certified staff; observing and documenting student progress; assisting students by providing for special health care and language needs; and providing clerical support to assigned certified staff. **This job reports to Principal.**

### **Essential Functions**

- Assists students with various language, hearing, behavioral, and severe physical, cognitive or vision disabilities in the classroom under the direction of certified staff (e.g. toileting, diapering, tube feeding, adaptive equipment, electronic communication devices, wheelchairs, walkers, etc.) for the purpose of addressing specific student issues and allowing students to function and/or excel in a school environment.
- Assists certified staff with implementation and supervision of a variety of instructional activities (e.g. individual students and/or small groups in academic subjects, social/behavioral skills, daily living skills and/or hygiene and nutrition, writing and/or language/verbal skills, lessons, remediation, hearing testing, etc.) for the purpose of reinforcing learning objectives and ensuring student safety and success in school.
- Communicates with a variety of stakeholders (translates as needed), as directed by certified staff, (e.g. teachers, students, parents, district personnel, community agencies, etc.) for the purpose of providing information related to the student's progress as established in their individual educational program.
- Implements behavioral plans designed by IEP team for students with behavior disorders or other emotional conditions for the purpose of assisting in meeting special education student's needs and providing a consistent environment.
- Maintains a variety of instructional materials and/or confidential student files/records (e.g. incident and activity reports, building passes, discipline records, duplicating/adapting instructional materials in English and/or appropriate foreign language, checking papers, attendance, set up adapted projects/audio visual equipment, daily progress charts, scheduling assessments, etc.) for the purpose of documenting activities, ensuring availability of items and/or providing reliable information in compliance with District, state and federal requirements.
- Monitors students within a variety of activities (e.g. restrooms, playgrounds, hallways, library, cafeteria, bus stops, study hall, locker room, classroom, field trips, assemblies, etc.) for the purpose of modeling appropriate behavior/social skills and providing a safe and positive learning environment in school or community.
- Performs appropriate hygiene procedures for self, equipment and classroom for the purpose of providing for a safe and sanitized environment for students and staff.
- Responds to emergency situations and potential conflicts with students (e.g. injured students, health-related issues, verbal/physical conflicts, natural disasters, etc.) for the purpose of de-escalating behaviors, modeling positive behaviors, and directing the situation toward a positive outcome (e.g. resolving immediate safety concerns and/or referring to appropriate party for resolution).

### **Other Functions**

- Attends meetings, as requested, (e.g. trainings, building meetings, District meetings, etc.) for the purpose of receiving and/or conveying information relative to job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities:**

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in specialized health care equipment; operating assistive technology devices and equipment; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic needs and behavior of preschool children and/or children with severe physical, cognitive or vision disabilities; assistive technology devices; instructional procedures and practices; age appropriate student activities; safety practices and procedures; and basic child development theory and principles; and knowledge of specific foreign language, as needed.

**ABILITY** is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups in English and/or specific foreign language, as needed; maintaining confidentiality; working as part of a team; and working with constant interruptions.

**Responsibility:**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 35% sitting, 30% walking, and 35% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

CPR/First Aid Certificate within 30 days of hire  
Mandt certification within 30 days of hire  
"Highly Qualified" Certificate

**Continuing Educ. / Training:**

Continued certification as required in specialty area

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**  
Non Exempt

**Approval Date**  
01/13/2015

**Salary Grade**  
47

**I have read and understand the scope of the job and hold the minimum requirements:**

**Employee Name (Please Print):** \_\_\_\_\_

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