



Maury County Public Schools

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| Job Title | Highly Qualified Special Education Assistant | | |
| Department | Schools | | |
| Certified (Y/N) | Y | Work Days/Year | 200 |
| FLSA Status | Exempt | Hours/Day | 7.5 |
| Reports to | Principal | Supervises | |

Qualifications:

- High School Diploma or GED
- Must have completed two years (48 credit hours) of study at an institution of higher education or (b) obtained an associate's (or higher) degree: or (c) met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist instructing reading, writing, and mathematics.
- Sufficient experience so that with appropriate training, service may be provided in the specific role for which employed.
- Ability to work under the supervision of the classroom teacher.

Job Overview: To assist the Special Education teacher with the daily activities in the classroom.

Job Functions:

- Attends to the personal needs of the disabled student.
- Helps students to walk, board buses, put on prosthetic appliances, eat, dress, and perform other physical activities as their needs arise.
- Assists with student management.
- Provides clerical assistance to teachers.
- Sets up and operates learning/development equipment and materials.
- Tutors' students
- Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.
- Regards information on students records and, in the school setting as strictly confidential.
- Participates in Restraint / De-escalation training provided by the district.
- Performs other duties as assigned.



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Physical Requirements: This job will require lifting of objects that exceed 50 lbs., or the average weight of a student, with frequent lifting and/or carrying objects weighing up to 25 lbs. This job will require the physical restraint of students.

Physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Talking
- Hearing
- Seeing

Work Environment: Normal work environment

This job description is not intended to be all inclusive; an employee will also perform other related duties as assigned by administration. MCPS reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.