

Maury County Public Schools Columbia, TN



Job Title: Special Educational Assistant
Job Type: Classified
Work Calendar: 10 months (190 Workdays)

Qualifications

- High School Diploma or GED
- 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.

Essential 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.

Physical Demands

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.

Other 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

Vocational Preparation

The required vocational preparation may come from one of the following:

- Vocational education
- Apprentice training
- On-the-job training
- Essential experience

Interpersonal Skills

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to dealing with students.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

Capacity and Ability Requirements

Specific capacities and abilities may be required of an individual to learn or perform adequately a task or job duty.

- Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- Verbal: Ability to understand meanings of words and the ideas associated with them.
- Manual Dexterity: Ability to move the hands easily and skillfully.
- Form Perception: Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
- Color Discrimination: Ability to perceive or recognize similarities or differences in colors or in shades or other values of the same color.

Work Conditions

Normal working environment.