

# Maury County Public Schools Columbia, TN



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

## **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.

## **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.

Only complete applications will be processed for interview considerations.