

Medford Area Public School District
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Position: Substitute Special Education Assistant

Reports To: Director of Special Education & Student Services and/or Building Principal

Salary: Hourly

Length of Contract: 9 Months

Location: Medford Area Public School District

Qualifications

1. High School Diploma or equivalent (Associate's degree or college coursework in education or a related field is a plus.).
2. Prior experience working with students with disabilities is preferred.
3. Knowledge of special education laws and regulations, including IDEA (Individuals with Disabilities Education Act).
4. Patience, empathy, and a passion for working with students with diverse learning needs.
5. Effective communication and teamwork skills.
6. First Aid and CPR certification may be required, depending on the specific school's policies.
7. Valid driver's license and ability to pass a state-mandated background check.

Reports To

Director of Special Education & Student Services and/or Building Principal

Job Summary

As a Special Education Assistant, you will play a crucial role in supporting students with disabilities in their educational journey. You will work under the supervision of special education teachers and assist in creating an inclusive and nurturing learning environment for students with diverse needs. Your primary responsibility is to provide individualized support and assistance to students with disabilities, ensuring they have equal access to educational opportunities and helping them achieve their academic and personal goals.

Key Responsibilities:

- 1. Student Support:**
 - a. Provide one-on-one or small group support to students with disabilities.
 - b. Assist students with class assignments, homework, and educational materials.
 - c. Adapt and modify curriculum materials to meet individual student needs.
- 2. Behavioral Support:**

- a. Help manage and address challenging behaviors by implementing behavior intervention plans.
 - b. Encourage positive social interactions and assist in conflict resolution.
 - 3. Assistive Technology:**
 - a. Support students in using assistive technology and adaptive tools to facilitate learning.
 - 4. Classroom Inclusion:**
 - a. Collaborate with the special education teacher to ensure students with disabilities are included in the general education classroom to the greatest extent possible.
 - b. Assist teacher in preparation of student work, materials, accommodations and modifications.
 - 5. Communication:**
 - a. Maintain open and effective communication with teachers, therapists, parents, and other professionals involved in the student's education.
 - 6. Data Collection:**
 - a. Collect and record data related to student progress and behavior for IEP (Individualized Education Plan) documentation.
 - 7. Personal Care:**
 - a. Assist with personal care and hygiene needs, as required, for students with severe disabilities.
 - 8. Safety and Supervision:**
 - a. Ensure the safety and well-being of students at all times, both in and outside the classroom.
 - b. Assist in supervision of classroom, lunchrooms, halls, etc. as assigned or directed.
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Working Conditions:

- Special Education Aides typically work in a school setting, both in general education classrooms and special education resource rooms.
 - May require standing, sitting, lifting and assisting students with physical disabilities.
 - May involve occasional exposure to challenging behaviors, and de-escalation training may be provided.
 - The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the district.
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Judgment Required:

- Ability to make decisions that are in the best interest of the student and district without immediate supervision.
 - Ability to promote the district and serve as a role model to students.
 - Ability to react appropriately, often quickly, in varied situations.
 - Ability to read and understand Individual Education Programs.
 - Ability to work personally and/or confidentially with staff and students.
 - Ability to work effectively under the direction of others.
- Ability to react appropriately in emergency or crisis situations.

This job description is intended to convey information essential to understanding the scope of the position. It is not an exhaustive list of responsibilities, and duties may evolve as the needs of the students and school change.