



Job Description

| Job Title | Supervisor | Number of Days |
|-----------------------------|------------------------------|----------------|
| Special Education Assistant | Director of Special Programs | 183 days |

General Description:

Develops and maintains effective behavioral management and intervention techniques with individuals and groups of students and provides assistance in meeting educational, occupational, and personal needs. Compiles and submits statistical data concerning students served.

QUALIFICATIONS: Education/Certification
 Bachelor's (preferred, not required)
 High School Diploma

EXPERIENCE:

- Experience working with children (3 years preferred, not required)

BASIC DUTIES AND RESPONSIBILITIES

1. Assist teachers with daily routines, preparing and/or modifying materials for students; assist in student instruction through small group and in-class support; collect data and inform teachers of student progress
2. Assist student life skills including classroom functioning, toileting, dressing and eating
3. Assist teachers with emotional/behavioral needs of students
4. Work collaboratively to improve programs
5. Participate in professional development that improves effectiveness and improves district performance
6. Assist the administration of state-mandated and district appointed testing
7. Effectively conferences with special education teachers concerning student concerns and progress
8. Compile and submit statistical data concerning students served
9. Compile, maintain, and file all reports, records, and other documents required
10. Practices strong communication skills
11. Possesses the time management skills to fulfill this role effectively
12. Comply with all policies, operating procedures, legal requirements, and verbal and written directives
13. Comply with the Professional Code of Ethics and Standard Practices for Texas

This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Goodwater Montessori Public Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Goodwater complies with all applicable state and local laws governing nondiscrimination in employment.