

Position Type:

Support Staff/Special Education Assistant

Location:

La Academia Dolores Huerta

Date Available:

Upon Hire

Summary/Qualifications/Responsibilities:

- This position requires that the Educational Assistant works with students who have an IEP.
- Services may be in General Education or Special Education classrooms.
- Assuring that modifications are being followed as per IEP is a requirement.

General Job Description:

Assists the teacher in both General & Special Education classroom with daily classroom instructional and non-instructional activities.

Essential Duties and Responsibilities:

- Assists in small group pupil instruction; tutor pupils at teacher's request;
- Assists teacher in maintaining discipline and other functions.
- Follows through with prescribed behavioral management programs.
- Assists in assembling/hanging materials on bulletin boards and keeping displays current. Operates standard school equipment such as laminator, copier, audiovisual, etc.
- May escort children to and from various rooms.
- Assists in physical therapy functions.
- Sanitizes classroom and equipment using approved materials.
- Performs supervisory duties on school grounds as assigned.
- Performs additional duties as assigned by teacher or principal.
- Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Additional Duties and Responsibilities:

- Communicate accurate and up to date information to students in a way that enhances student learning.
- Manage time appropriately.
- Cooperate with administration, parents, and co-workers.
- Take precautions to protect equipment, materials, and facilities.
- Complete duties (hall, bus, etc.) as assigned.
- Maintain student involvement in appropriate tasks.
- Use and apply appropriate conflict resolution skills.
- Demonstrate public relations skills.
- Use appropriate techniques, strategies, and materials to achieve the desired instructional goal.

- Report suspected child abuse and neglect.
- Be responsible for students on field trips.
- Act as a good role model within the context of the school.

Qualifications:

- High school diploma.
- A valid New Mexico Educational Assistant license.
- Experience working with exceptional populations, preferred.
- Must be able to pass employment verification.
- Bilingual Preferred (Spanish/English)

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

- All BPS Positions are Subject to Funding