



*Providing rigorous, authentic,
personalized learning,
utilizing the local and global
community.*

Monticello Community School District

850 East Oak Street
Monticello, Iowa 52310

www.monticello.k12.ia.us

Phone: (319) 465-3000 Fax: (319) 465-6050

Dr. Brian Jaeger, Superintendent

1:1 Special Education Associate

Reports To: Building Principal

Days of Service: August – May/June

Daily Hours: Hours and work year is established by the Superintendent with the approval of the Board of Directors.

Summer hours may vary

Status: _____ Full Time Part Time
 Hourly _____ Salary

Date Revised: 03/2018

Job Summary:

Provides assistance to licensed instructional or support staff in the delivery of 1:1 student specific services. Serves early childhood special education or K-12 students, school programs or a variety of students. Under the direction of licensed teaching staff, assists to provide instructional social, emotional and behavioral programming which has been designed to meet student specific unique educational needs.

Essential Functions:

Under the general direction of, and in conjunction with, licensed staff:

1. Assists to provide academic, behavior management, crisis intervention and/or other educational service support in structured individualized or group setting(s).
2. Assists to provide individual and/or group instruction under the direction of the classroom teacher.
3. Assists to implement, adapt or develop curriculum materials under the direction of the classroom teacher.
4. Assists to document and monitor child or student performance.
5. Collaborates with the team in planning and implementing educational and behavioral interventions, social emotional and behavioral interventions for individual.
6. Completes clerical duties related to educational programming, instruction and/or classroom management including, but not limited to, materials preparation, communications, and recordkeeping

- related to student attendance, performance, behavioral incidents, etc.
7. Provides support and assists with supervision of students on a one on one bases.
 8. Assist in record keeping and data collection on individual student goal areas.
 9. Modify and adapt academic assignments to meet individual student needs under the director of the classroom teacher.
 10. May assist with helping students with their clothing, personal hygiene, eating, basic classroom routine, etc. Additional information will be provided at the interview based on the needs of the individual student.

Additional Responsibilities:

1. Participates in projects, committees or activities to support the mission of the program, building or school district.
2. Participates in staff development and professional growth activities.
3. Develops and maintains proper and adequate records and documentation in accordance with district policies and procedures.
4. Performs such other duties as may be assigned.

Knowledge, Skills and Abilities:

1. Ability to communicate effectively and maintain effective working relationships.
1. Ability to function effectively as a team member and work collaboratively with others.
2. Ability and willingness to be flexible and respond to the changing needs of students and the district.
3. Ability to handle information in a confidential manner.
4. Ability to prioritize and coordinate multiple tasks.
5. Ability to convey a positive and professional image to students, families and colleagues.
6. Ability to provide crisis intervention support.
7. Ability to read and interpret documents, write reports and correspondence.
8. Ability to use and integrate technology appropriately in daily work which includes, but is not limited to, application of basic computer skills to effectively use e-mail, internet, word processing and iPad applications.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

A signed copy of this job description should be placed in the employee's personnel file.