

**Special Education Assistant
Noble Academy, District 4171
Job Description**

GENERAL PURPOSE:

To create an educational program, classroom and building environment that is Multicultural/Gender/Ability Fair, is favorable to learning and growth, and is based on a commitment that all children can learn.

PROFESSIONAL QUALIFICATIONS:

- Minimum Education: An Associate's degree in Education or a related field
OR
60 college credits or more
OR
Pass the Educational Assistant exam as desired by the MDE
- Preferred Education: A Bachelor's degree in Education or a related field
- If a degree is not available, applicant must have 60 credits or more OR pass the Educational Assistant exam as desired by the state of MN
- Prior successful experience in a K-8 urban, multicultural education is desirable
- Prior experience working with a Special Education department is preferred but not required
- Knowledge of subject matter, classroom management techniques as well as students' learning styles and needs, both academic and affective
- Oral and written Hmong skills preferred

PROFESSIONAL RESPONSIBILITIES:

- Undertakes any instructional role under the direction of the Special Education teacher
- Provides direct instruction to individual students or small groups, provided that the teacher has prepared lessons with: objectives, teaching strategies, and evaluation criteria
- Reinforce and assist with lessons and follow-up assignments
- Assist classroom teacher with the creating and presentation of lesson plans
- Collaboratively plan and implement instruction designed to accommodate student differences.
- Provide feedback to teachers and students regarding the student's learning
- Actively participate in the professional development process to achieve and give support for professional development
- Demonstrates empathy, rapport and personal interactions among students, peers, and other adults
- Monitor student performance using a variety of informal assessment tools and provide corrective feedback as directed
- Implement instruction in ways that encourage student learning
- Accommodate student differences with clear and appropriate oral directions and assignments
- Organize the physical facilities of the classroom as directed
- Know the subject matter
- Know and use strategies that foster thinking, reasoning, and problem solving

- Share expertise and knowledge with others
- Collaborate with parent/families, when directed, in making educational decisions
- Give and receive feedback in a positive manner
- Support district, school and classroom expectations through positive reinforcement

KNOWLEDGE AND SKILLS:

- Assists the Superintendent and Deputy Superintendent with additional duties as required
- Ability and willingness to keep records and office space organized and easily accessible
- Considerable ability to follow through in a timely manner
- Considerable knowledge of and ability to perform classroom management skills, practices and relationship building
- Considerable skills in teaching others to safely operate office machines and equipment
- Excellent communication skills and ability to communicate effectively both orally and in writing to members of the public, the community, the staff, the students, and the administration
- Excellent interpersonal skills and the ability to deal with a variety of personality types and dispositions in numerous circumstances while maintaining a controlled, tactful, respectful, professional manner
- Excellent **team player** skills with positive attitude
- Ability to maintain a calm presence in an emergency
- Ability to think clearly in any situation, determine priorities, and handle multiple tasks
- Ability to make appropriate decisions quickly
- Willingness to show initiative in problem solving and team goal achievements

PROFESSIONAL EXPECTATIONS:

- Every staff member is subject to the rules and regulations contained in the Terms of Employment and Staff Handbook
- All staff are expected to be punctual and in regular attendance
- If any employee is unable to report to duty because of illness or otherwise, immediate notice must be given to the Superintendent and Deputy Superintendent
- Outside work is not permitted during school hours and all employees shall devote their entire defined workday to the duties in which they have been assigned
- All members will maintain a professional appearance, general decorum, and behavior that conforms to their professional status in the community
- Special care will be taken by every employee in the use and protection of all school property
- Participates in all school/family events beyond the school day
- Participates in all scheduled staff development sessions

HOW TO APPLY:

Interested candidates should download and complete Noble Academy's employment application from www.nobleacademy.us/careeropportunities.html and submit it with a cover letter, resume and three letters of recommendation to humanresources@nobleacademy.us.

Please note that all employees are expected to understand their role as stated herein and understand that this list is not inclusive. All staff must follow through with responsibilities knowing that sometimes they will have to perform tasks assigned by the Superintendent and/or Deputy Superintendent that are not part of their job descriptions. Responsibilities are subject to change with or without notice.

Noble Academy is an equal opportunity employer. Employment consideration is made without regard to race, color, creed, gender, national origin, age, disability marital or veteran status, sexual orientation or any other legally protected statuses.