

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Substitute Educational Assistant-  
Special Education (SPED)

**Department:** Substitute Program

**Job Description**

**Date Reviewed:** January 2024

**Reports To:** Director of Classified Employment

**Purpose of Job**

The purpose of this job is to perform as a Substitute Educational Assistant in a special education classroom in the absence of the regular SPED Educational Assistant. Duties and responsibilities include working with students with disabilities in various classroom settings under the supervision of the SPED classroom teacher. All employees are expected to maintain student confidentiality, as mandated by both State and Federal law, at all times, as well as adhere to all other local, state, and federal regulations.

**Essential Duties and Responsibilities**

**The following duties may be required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Assists with classroom instruction and individual student instruction under teacher direction and supervision

May assist in providing students with visual, auditory, and tactile stimulation throughout the day.

May supervise students under teacher direction and supervision.

Maintain classroom routines while classroom teacher performs other educational duties.

Facilitate individual workstations under teacher direction and supervision.

Escort students to and from classroom for lunch and various activities/classes

Assist with lifting, transferring, and positioning students as instructed by the classroom teacher and or/therapist

Assist with meals, including delivering food and dishes to or from the cafeteria for breakfast and lunch and feeding students breakfast and lunch in the classroom and/or cafeteria.

Assist with toileting needs which may include changing diapers as needed and/or toilet training

Substitute Educational Assistant- Special Ed.

Assists during student arrival and dismissal with loading/unloading of student buses.

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma or Equivalent

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 50 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

Substitute Educational Assistant- Special Ed.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**