CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Special Education Service Assistant - Mild Disability**
Building/Department	**Assigned District School**
Supervised & Evaluated By	**Building Principal or Designee**

Position Details:
Days Per Year: **180**
Hours Per Day: **3.5, 4.5, 5.75, or 7**

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☑ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☐ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☐ Exempt
- ☑ Non-Exempt

Employment Status:
- ☐ Full-Time Employment
- ☑ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Job Description Updated:
5/2026

Program Description:

The Resource Special Education Program provides targeted, specialized instruction and support to students with disabilities who primarily access the general education curriculum but require additional services to be successful. The Resource Assistant collaborates with general education staff to ensure students receive the accommodations, modifications, and specially designed instruction outlined in their Individualized Education Programs.

Minimum Qualifications and Credentials Required:

- High School Diploma or equivalent required
- Prior experience working with students with disabilities
- Must possess an essential understanding of the unique needs and characteristics of students with a variety of disabilities (i.e. Specific Learning Disability, Other Health Impaired, Emotional Disability)
- May require sensory interpretation training and student restraint training
- Possesses critical thinking and problem solving skills
- Professionalism in interacting with coworkers, students and parents or guardians
- The ability to communicate written and oral information, instructions, and ideas
- Proficient technology skills
- Frequent walking, standing, stooping, bending, pulling, pushing and lifting

- Must be able to assist in the lifting/carrying of students with disabilities in excess of 50 lbs

Essential Functions:

- Follow a daily schedule of support as outlined by Building Administrator and/or Special Education Teachers
- Maintain the same high level of confidentiality on student information, work, and progress as the classroom teacher(s)
- Assist the classroom teacher(s) in the implementation of the individual students' Individual Education Plans (IEPs) and behavior plans
- Support students with mobility, personal care, and daily living needs as required, ensuring dignity and safety at all times.
- Implement behavior intervention plans and support students in developing self-regulation, social skills, and independence, under the direction of certified staff
- Support students in using assistive technology, adaptive equipment, and accessible materials to ensure meaningful participation in learning activities.
- Support students in general education classes by copying notes, accommodation and/or modifying tests and materials, reading quizzes and tests, and conducting review and small group sessions in accordance with the IEP
- Assist students on and off the bus, as assigned
- Supervise, assist, and escort students daily inside and outside the classroom as assigned by the classroom teacher(s) and building administrator(s)
- Report student progress, concerns, and observations related to academic performance, behavior, and well-being to the supervising teacher and/or administration.
- Keep a reference with copies of accommodation pages from the students' IEP
- Entering, transcribing, recording, storing, or maintaining student's IEP information in written or electronic form for progress monitoring documentation
- Assist substitute classroom teachers by providing necessary information on classroom routine in the absence of the regular classroom teacher(s)
- Gather materials, prepare, create, and copy instructional work and enrichment activities as requested by the classroom teacher(s)
- Performs other tasks and assumes other responsibilities assigned by the classroom teacher and/or building administrator(s)

If applicable:

***As a 1:1 assistant, the primary responsibility of this position is to support the assigned student and ensure the student's educational, behavioral, social, emotional, and safety needs are met throughout the school day. While the assigned student remains the priority, the employee may also be directed to perform any duties and responsibilities outlined within the Special Services job description as needed to support the overall operation of the program and school environment.