

MARSHFIELD PUBLIC SCHOOLS SPECIALIZED EDUCATIONAL SUPPORT PERSONNEL (SESP) JOB DESCRIPTION

QUALIFICATIONS:

1. High School graduate, college coursework in education preferred
2. Previous experience and interest in working with children
3. Ability to work cooperatively with professional personnel in planning and carrying out assigned responsibilities
4. Ability to maintain the confidentiality of student information
5. Ability to take initiative as appropriate
6. Ability to work cooperatively and communicate tactfully with teachers and students

RESPONSIBLE TO: Building Principal and Supervising Special Education Teacher(s)

PERFORMANCE RESPONSIBILITIES: The Special Education Support Personnel (SESP) shall consist of bargaining unit members employed in the ASD, Social Emotional, Multi-Age Learning, POST, TLC, ALP, and Early Education programs, or as designated by the Assistant Superintendent of Student Services

The SESP will support the implementation of Individualized Education Programs (IEPs) by providing academic, behavioral, and functional support in a variety of settings, including general education classrooms, small groups, and one-on-one.

1. Implement accommodations and modifications as outlined in IEPs.;
2. Provide academic instructional support to students as directed by the special education teacher;
3. Support students in developing social, emotional, and behavioral skills;
4. Support students with personal care needs (e.g., toileting, feeding, mobility), if required;
5. Prepare daily materials as directed by the special education teacher or related service provider for use during instruction;
6. Maintain effective and appropriate discipline procedures and implement individual behavior management plans as outlined by the special education teacher or related service provider;
7. Participate in ongoing communication with the general education teacher, special education teacher, and/or related service providers teacher regarding student(s) needs progress, attitude, classroom, and tutorial performance;
8. Support students during unstructured activities, i.e. lunch, recess, specials, , community experiences, field trips, etc.;
9. Maintain classroom procedures/activities and supervision when the general/special education teacher needs to be out of the classroom for a short period of time;
10. Serve as a source of information and assistance to any substitute teacher who is assigned in the absence of the regularly assigned teachers;
11. Maintain confidentiality in all student matters;
12. Participate in professional development and training as assigned, i.e., Safety Care;

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13. Perform other duties, as assigned by the supervising teacher(s), Principal or his/her designee, and/or the Assistant Superintendent of Student Services, when appropriate.