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# Example of Special Education Assistant Job Description

Our growing company is looking to fill the role of special education assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for special education assistant

* Speak with Parents and Students
* Assist school Principal with a wide variety of daily responsibilities
* Works with Department Chair and Graduate Chair to advance graduate programs
* Communicates information regarding graduate programs, licensure and M.Ed
* Supports Department communication and collaboration with the College of Graduate Studies (e.g., program requirements, processing applications to the program, application to take comprehensive examination, application to graduate)
* Maintains Blackboard communication for VC 161 Comprehensive exam, with non-matriculated and matriculated students with VC 151 Grad Studies
* Supports faculty research, coursework and professional development as appropriate
* Supports the Department in preparation for ongoing CAEP (formerly NCATE) efforts (data collection and analysis via electronic portfolios)
* Consults graduate students with application and submission of TaskStream assignments and responsibilities
* Supports, as the liaison between students, faculty, and professional organizations, and the Department

## Qualifications for special education assistant

* Evidence of scholarship
* Evidence of expertise in multi-tiered systems of academic and behavior support within inclusive classroom settings (response to intervention and schoolwide positive behavior interventions and supports)
* Bachelor of Arts/Bachelor of Science in fields such as education, sociology, psychology, statistics, or other related fields
* Strong writing, communication, and organizational skills are highly desired
* Interest in education or general social science topics, digital communications, survey research, and qualitative/quantitative analysis
* Two years working as an aid in a Special Education Classroom (preferred)