



Job Description - Special Education Assistant

The Franklin School of Innovation (FSI) is a rigorous, college-preparatory, interdisciplinary, charter middle and high school in Asheville, N.C. that uses the EL Education (formerly Expeditionary Learning) model to prepare students in grades 5 -12 to create their own futures. The school opened in August, 2014, serving grades 6 - 9, and has expanded to serve grades 5 - 12. We graduated our first class of high school seniors in June, 2018.

The FSI Mission:

The Franklin School of Innovation is preparing the next generation of leaders, capable of solving problems and participating effectively and ethically as local and global citizens. Through challenging academics, real-world learning, and community engagement, our students discover their potential, develop persistence and recognize the value of others. Our graduates are ready for the future they will create.

Core Elements of our Educational Model:

- *Learning Expeditions:* Expeditions are long-term, teacher-designed studies, often multi-disciplinary, that involve students in original research, critical thinking and problem solving. They incorporate fieldwork or service learning and culminate in student products of value to an external audience.
- *Crew:* Crew is an integral component of EL Education schools, in which small groups of students meet with an adult advisor several times a week to explicitly work on team building, relationships, our Habits of Scholarship, and prepare for Personal Learning Plans and portfolios.
- *8th & 10th Grade Passage Portfolios:* All students develop individual portfolios to demonstrate mastery of academic standards as well as development of habits of scholarship and self-reflection. At 8th and 10th grades, these portfolios are used to showcase students' readiness to move forward to the next level of education.
- *Internships:* Every high school student will complete a self-designed internship to develop practical career and life skills.
- *Service Learning:* Integrated into our academic program to enrich learning, provide real-world applications, and build students' understanding of themselves as local and global citizens.

Job Description:

The Special Education Assistant will perform responsible student support and paraprofessional work assisting classroom teachers or other professionals to achieve instructional objectives; assisting students with disabilities with achieving established goals and with personal care and mobility. The Special Education Assistant work with special education students, tending to the physical, academic, and social needs of disabled students and providing instructional support to teachers and students.

Specific Responsibilities:

- Assist classroom teacher in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives.
- Work with individuals, small groups, or large groups as assigned by teacher.
- Tailor lessons to an individual student's needs or assist students with especially challenging assignments, and monitor and record a student's progress or behavior in an effort to better meet a student's needs.
- Assist with behavior modification as assigned by teacher.
- Lift, move, and operate adaptive equipment.
- Assist students with personal care tasks, including but not limited to, lavatory, clothing, hygiene, toileting, and wash-up routines.
- Escort students as assigned by teacher or administrator.
- Assist students with mobility needs such as, lifting and positioning students, lifting in and out of wheelchairs; loading and unloading on the bus; transporting students in and around the school and on field trips.
- Monitor students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment.
- Provide programmed practice activities and repetitions as developed by teacher, therapist or pathologist.
- Report student concerns directly and expeditiously to teacher and assist with student resolution.
- Maintain various records and files.
- Perform related work as required.

Knowledge, Skills, and Abilities:

General knowledge of the practices, methods and techniques used in the teaching of special education population; ability to maintain files and information; skill in the use of classroom and instructional equipment; ability to operate audio visual, standard office, word and data processing equipment; ability to operate adaptive equipment; ability to establish and maintain effective working relationships with teachers, parents, students, and administrators.

Education and Experience:

High School Diploma or GED required. Some experience working with students with disabilities, preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

Physical Requirements:

Significant standing; some walking, moving, carrying, bending, kneeling, reaching, handling, pushing, and pulling. Must have the ability to lift 60 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Salary Target:

- Competitive salary
- Retirement & Medical benefits
- Ongoing Professional Development with EL Education including one-on-one technical assistance from EL staff, regional & national training institutes.
- Non-EL regional/state/national training, programs and conferences on areas of: school startup, finance, and leadership

Application Process:

Please email application to jobs@thefsi.us. No faxed applications, please. Complete application packets include: Completed employment application, cover letter, and resume, and two letters of reference. The employment application is available on the school website.

Deadline to Apply is May 17, 2019. We will begin interviewing qualified applicants on as completed application packets are received.

All applications will be treated as confidential.