

**Rehabilitative Assistant - Job Description**  
**Blue Hill Consolidated School**

**4106S**

Reports to: Principal, Director of Special Education, Special Education Teacher

Job Goal: The Rehabilitative Assistant works under the direct and indirect supervision of the special education teacher in implementing instructional and community based activities.

Responsibilities:

1. The Rehabilitative Assistant is administratively responsible to the Principal and Director of Special Education.
2. In collaboration with the special education teacher and/or classroom teacher, to implement instructional activities and developmental therapy in collaboration with individual students.
3. To supervise student(s) on and off campus in training programs.
4. To meet and confer regularly with the special education teacher and other specialists, to implement I.E.P. or Title I measurable goals and objectives.
5. To develop instructional strategies under the direction of the special education teacher, and the team of specialists.
6. To maintain records and confidentiality regarding student attendance, daily program notes, and information required by the school district and by Medicaid for Day Treatment Program status.
7. To perform non-instructional duties as assigned by the principal.
8. To participate in parent and staff meetings as required.
9. To perform other tasks and assumes other responsibilities as the principal may assign.

Preparation: The Rehabilitative Assistant shall hold a bachelor's degree and either an Ed. Tech III license or teacher certification through the Maine State Department of Education. An OQMHP license is also required.

Training: Ongoing extensive training will be provided and expected. The training will be structured around the OQMHP Day Treatment Training requirements.

1. Prior approval by the Superintendent of courses and workshops is required. The Rehabilitative Assistant is responsible for obtaining approval, obtaining documentation of training hours, and maintaining accurate records of training.

Adopted: Blue Hill School Committee - June 14, 2000

Amended: Blue Hill School Committee - October 14, 2004