
Job Description – Special Education Aide Level 1

Primary Function: Under the direction of the Principal and supervision of the special education teacher, assists in implementation of classroom programs, including self-help, behavior management and instruction programs. Helps special education teacher provide for physical and instructional needs of students with disabilities in special education setting. Assists with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs.

Responsibilities/Duties:

- Upholds and enforces school rules, administrative regulations and state and local board policy
- Assists students with physical disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting or positioning
- Assists students with physical needs and personal care including feeding, bathroom needs and personal hygiene
- Assists in the implementation of behavior intervention plans, managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed
- Assumes responsibility for learning and adapting to each student's special medical, physical, communicative and emotional needs while working with individuals or in small groups
- Assists in supervising students throughout the school day, both inside and outside the classroom, including hallways, lunchroom, bus duty and playground
- Keeps the teacher informed of any special needs or problems of individual students
- Assists the teacher in preparing instructional materials, classroom displays, and centers
- Assists in maintaining a neat and orderly classroom
- Assists in inventory, care and maintenance of equipment
- Assists the teacher in keeping administrative records and preparing required reports
- Provides orientation and assistance to substitute teachers
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers
- Participates in staff development training programs, faculty meetings and special events, as needed
- Works with assigned students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher
- Assists in carrying out activities as described in the student's IEP under the supervision of the classroom teacher
- Assists in providing non-medical procedures such as tube feeding and other interventions as necessary for the student
- Assists with the administration and scoring of student work assignments
- Assists with collection of data (academic and functional) on student mastery of material using criteria/checklist developed by the teacher
- Assists with fading supports to foster independence per student's IEP as directed by the teacher

Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- General office equipment
- Student privacy laws including FERPA
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Work well with children with disabilities
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: High school diploma or equivalent. At least 48 college hours or successful completion of Paraprofessional Certification Training or similarly approved program/course upon hire. Educational Aide Certificate I, II or III, or willingness to obtain. At least one year experience working with children.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; regular heaving/lifting of students; biological exposure to bacterial and communicable diseases.

Lifting/carrying - Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer

Calendar and Salary Range: 187 work days. See current salary for pay grade Clerical - Paraprofessional 3.

Revised: 11-22-19