|  |  |
| --- | --- |
| **Job Title:** | Special Education Aide |
| **Supervisor:** | Site Administrator | Location: | Huslia, Jimmy Huntington School |
| **Authorized Hours:** | 5.5 hours per day | **Classification:** | Classified/Hourly |
| **Days/Months:** | 9 months | **Range:** | D, $22.00 per hour |
| **Posting Date:**  |  | **Closing Date:** |  Open until filled |

# **General Responsibilities**

# Assists in the education and care of students with physical and/or learning disabilities. **Must become “Highly Qualified” within 90 days of employment by passing the Parapro Assessment.**

# **Qualifications**

**Education:** High school diploma or equivalent required. Courses in child development, CPR certification, and computer skills are preferred.

**Experience:** At least one year’s experience with disabled students in a school setting, daycare center, or employment with an agency that provides care to children with disabilities preferred.

**Knowledge:** Must possess an understanding of developmental disabilities.

**Skills:** Must demonstrate proper lifting skills in order to safely lift a minimum of 50 pounds regularly. Tutoring skills commensurate with the level of the assigned student is required. If the posted vacancy lists a requirement for signing skills, the applicant must at a minimum have completed ASL I and ASL II or have the equivalent skills gained by having completed these courses. Must be able to be trained to implement Crisis Prevention Intervention (CPI, physical restraint).

**Abilities:** Empathy for special needs of children with disabilities and an ability to communicate with physically and mentally disabled students required.

# **Example of Duties**

1. Assists students with IEPs in daily classroom instruction
2. Provide accommodations for students when appropriate in general education setting
3. Pull students for individual instruction/additional help in resource room location
4. Attends to students’ physical needs, to include toileting, dress, grooming, and hygiene.
5. Assists in movement of students as needed.
6. Implementation of Behavior Plans when necessary
7. Assists teachers and therapists with daily learning tasks and/or motor skills development.
8. Assists in preparation of instructional materials, tutoring, and grading.
9. Assists with meals, recess, and bus duty pertaining to special needs students.
10. May be required to continually monitor and assist with student life support equipment, such as a respirator.
11. Communicates with parents regarding students, as directed by the teacher.
12. May attend to students’ needs in the regular classroom.

# **Equipment Used**

Computer, printer, copier, laminator, audio-visual machines.

# **Independent Decisions**

Disciplinary actions when necessary, consistent with classroom rules and students’ IEPs.

# **Primary Working Contacts**

Teachers, students, and parents.

# **Responsibility for Cash, Equipment, Safety**

Personal safety of students with disabilities. Use of specialized equipment for students with special needs.

# **Supervision Received and Exercised**

Given: None.

Received: From principal, special education teacher, regular education teachers.

# **Unusual Working Conditions**

May work with students in wheelchairs, using life support devices, augmentative communication devices, or requiring extensive lifting and total care.

# **Evaluation**

# Annual written evaluation.