

LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT 95
JOB DESCRIPTION

<u>Title:</u>	One-on-One Aide
<u>Reports To:</u>	Building Principal and/or Special Education Coordinator
<u>Salary Range</u>	3
<u>Work Year:</u>	10 month, full time
<u>Requirements:</u>	High school diploma or equivalent required Para-Professional certification required Position requires knowledge of classroom environment, school curriculum, special education environment, safety issues and needs of special education students Must have oral and written communication skills and basic computer skills Any special education software knowledge desired Any equivalent combination of education and experience will be considered

Essential Job Functions

1. Responsible for assisting the classroom teacher in the instruction of an individual student including assistance in the laboratories, washrooms, playgrounds, gymnasiums, lunchrooms, libraries, field trips and all other educational settings as determined by the classroom teacher
2. Coordinates and maintains individual help and assistance to an individual including LD, BD, handicapped, Down Syndrome or any other special education students
3. Provides reinforcement to individual of direct material initially taught by the classroom teacher
4. Responsible for guiding any independent study, enrichment work, and remedial work set up by the classroom teacher
5. Maintains or modifies a student's curriculum to the needs of the student as required
6. Assists individual student in any testing and with special education computer programs
7. Responsible for dealing with any behavior plans following the behavior plan as outlined by the court appointed behaviorist
8. Communicates with various groups of people outside the classroom including Adaptive PE, social worker, parents, technician team, vision itinerant, occupational therapist, speech therapist and physical therapist to assure smooth transition of student
9. May maintains a daily student activity log if noted on IEP or requested by the classroom teacher
10. Attends parent/teacher conferences as required
11. Performs other duties as may be necessary and assigned by the classroom teacher and/or administrator