

**ANTHONY WAYNE LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **SPECIAL EDUCATION AIDE**

**File 504**

**Reports to:** Assigned Supervisor

**Job Objective:** Performs a variety of support services as assigned.

*NOTE:* Performance of functions described in this document may vary in scope, frequency, and duration. Some duties may not be required for individual assignments. Duties designated at the time of hire may be modified to address current, altered, or emerging program/staffing needs.

- Minimum Qualifications:**
- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test) when required. Valid state department of education permit appropriate for the assignment.
  - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
  - A record free of criminal violations that would prohibit public school employment.
  - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
  - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
  - Ability to establish working relationships with co-workers and function as part of a cohesive team.
  - Commitment to keep current with workplace innovations that enhance personal productivity.
  - Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
  - Ability to interact comfortably and confidently with the public.
  - Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, first aid training, physical restraint and/or applied behavioral analysis programs when required as a condition of employment.
  - Physical ability to safely lift and/or manage students with disabilities.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations or procedures are unclear. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation questions to administrators.
- Supports community participation in school-sponsored activities that enhance student learning.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of data as directed.
- Supervises students as directed. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Helps implement rules/procedures that promote the correct use and care of program resources. Helps ensure that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and scheduled in-service training as directed.
- Pursues professional growth opportunities necessary to maintain mandated standards.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Special Education Duties**

- Keeps informed about the assistance needs/procedures for assigned students.
- Acquires basic skills that support student needs (e.g., sign language, finger spelling, etc.).

- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Helps students with disabilities participate in appropriate learning activities. Assists with behavior management and/or prescribed medical plans when required.
- Monitors equipment (e.g., harnesses, belts, safety devices, etc.) to identify unsafe conditions and/or defective equipment. Promptly reports concerns.
- Facilitates student mobility. Helps students use assistive and/or augmentative devices.
- Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.
- Works with the classroom teacher to address persistent behavior problems.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Anthony Wayne Local School District Board Of Education.

The Anthony Wayne Local School District Board Of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.