

Special Education Aide Job Description

The Special Education Aide supports the educational and behavioral needs of students with disabilities in a school setting. This role works under the supervision of special education teachers and assists in implementing Individualized Education Programs (IEPs) to promote student learning and development. (See full description below)

Qualifications:

- High school diploma or equivalent
- Physical ability to assist students with mobility, personal care, and other activities as required.
- Excellent interpersonal, communication, and organizational skills
- Excellent work habits and attendance record

Terms of Employment: Hours/Day Dependent on Position - 182 days/year - Hourly Wage based on Aide Pay Scale

Reports to: Teacher and Building Principal

Physical Ability: While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, crouch or crawl, talk, see and hear. The employee must occasionally lift and/or move up to 30 pounds.

Job Responsibilities/Duties

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all duties and responsibilities performed by this position.

- Maintain an air of courteousness and confidentiality at all times, following all FERPA guidelines.
- Assist special education teachers in implementing educational and behavioral strategies outlined in students' IEPs.
- Provide one-on-one or small group support to students with disabilities in various classroom settings, including general education classrooms, resource rooms, or specialized programs.
- Assist in the supervision of students during lunch, recess, and other non-instructional periods, promoting social skills and peer interactions.
- Perform duties as special education teacher outlines in classroom schedule
- Communicate daily with general education and special education teachers to facilitate inclusive instruction, programming and student achievement
- Perform other duties as assigned.

BENTON COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for the position I am being offered:

Position: Special Education Aide

I have read this job description and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)

Supervisor's Signature

Date