

Canfield Local Schools Job Description

Position: Special Education Aides

Reports to: Lead Special Ed Teacher; Building Principals

General Responsibilities: To enable students to derive the fullest educational potential from school and to reinforce services provided.

NOTE: The below lists are not ranked in order of importance

Specific Responsibilities:

1. Collaborate with school personnel to implement appropriate classroom activities to reinforce services being provided.
2. Contribute to a calm, positive atmosphere that encourages student success in learning.
3. Assist with instruction of students, under the direction of the teacher.
4. Assist in implementing classroom management systems.
5. Assist with record keeping.
6. Assist in preparing instructional materials, classroom displays and bulletin boards, if applicable.
7. Maintain knowledge of the individual educational program for each assigned student.
8. Operate equipment to develop learning materials; i.e. typewriter, computer, copier, laminating machine.
9. Maintain knowledge of known health concerns of each assigned student.
10. Assist with personal care, physical needs and behavior management of students.
11. Encourage appropriate socialization of students with peers and adults.
12. Assist with modifications of assignments and tests with regular ed. and special ed. teachers.
13. Serve as communication liaison between regular ed. and special ed. teachers.
14. Assist with note taking, assignment recording and keeping students on task in the inclusion class.
15. Maintain appropriate procedural safeguards and records.
16. Take appropriate first aid measures in the event of injury and complete accident reports for accidents that occur.
17. Perform other duties as designated by the special education teacher or principal.
18. Assist students with class work (studying for tests, completing assignments and projects, breaking down tasks, preparing study guides, monitoring progress, providing oral assistance) – as per IEP recommendations.

Minimum Qualifications:

- BCI&I and FBI check
- Educational Aide Permit

Required Knowledge, Skills, Abilities:

- Possess good health and the physical ability to perform the functions of the position
- Willingness to be trained in first aid and other areas as required
- Ability to assume responsibility and work cooperatively with others
- Ability to work constructively and positively with students