

JOB DESCRIPTION

JOB TITLE: Special Ed. Aide

REPORTS TO: Classroom Teacher

DEPARTMENT: Special Services Support Staff

I. NATURE AND SCOPE OF JOB:

To assist the students and teacher in promoting a learning environment in the classroom.

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.
6. Obtain/maintain a Wyoming substitute teaching license.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Enjoy working with children.
2. Sensitive and flexible to children's moods.
3. Assist students.
4. Teach students and keep them on task.
5. Reinforce lessons with small groups of students.
6. Assist the teacher with crisis, problems and discipline.
7. Setting up and maintaining special classroom equipment and learning centers.
8. Confidentiality.
9. Perform all duties as assigned.

B. Non-Essential Functions:

1. Demonstrate honesty, loyalty, dependability, responsibility, and accountable for own actions, cooperating and willingness to learn
2. Accompany students from classroom to other programs (inclusion)
3. Grade papers and have students correct record keeping
4. One-to-one with students
5. Prepare materials and maintaining supplies
6. Bilingual

III. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Be sensitive to different styles of teachers

B. Education, License, Certification or Formal Training:

1. High School diploma or equivalent
2. Must obtain Highly Qualified Status
2. Annually pass District Bloodborne Pathogens training

C. Equipment Used:

1. Computer (recording grades)
2. Operate audio-visual and office equipment
3. Copy machine

D. Physical Demands:

1. Direct and individualized supervision of children

E. Environmental Demands:

1. Supervising playground in weather common to Wyoming

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX Coordinators are Debi Gaines.

1/9/98