



J. Sterling Morton High School District 201
HUMAN RESOURCES OFFICE

JOB DESCRIPTION

TITLE: SPECIAL EDUCATION TEACHER AIDE

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Professional Educator's License with Stipulations- Paraprofessional
3. Demonstrated interest in and understanding of high school students.
4. Ability to develop rapport and work with students and faculty.
5. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Supervising teacher, Administrative Staff of Special Education

JOB GOALS:

1. To assist the teacher in providing appropriate classroom activities and environment in order that students may learn effectively.
2. To provide assistance in meeting the specific needs of children in Special Education programs.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

The duties and responsibilities may vary greatly depending upon the rule in which assistance is functioning at a given time, the type of special education classroom/service option of the student(s). Under the supervision of a certified staff member, responsibilities may include monitoring, educational assistance, clerical duties, supportive services, transportation, and other activities related to Special Education, as appropriate. The following are partial lists of responsibilities that may be performed by an assistant. It should be noted that all duties and responsibilities are under the supervision of registered or certified personnel.

GENERAL DUTIES:

1. The teacher aide will participate in in-service activities.
2. The teacher aide will at all times encourage and models appropriate behavior.
3. The teacher aide will accept assigned tasks from teacher and Special Education supervisory personnel.

MONITORING DUTIES RELATED TO SPECIAL EDUCATION PLACEMENT:

1. Provide escort and assistance to students as necessary.
2. Assist teacher in maintaining neat works and study areas.
3. Assist in the implementation of the student's behavior management program.
4. Inform professional staff member of any problems encountered when interacting with the students.
5. Assist in self-care activities, e.g. toileting feeding, lifting, and positioning.
6. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips.
7. Perform other appropriate duties and responsibilities as assigned.

INSTRUCTIONAL/EDUCATIONAL DUTIES RELATED TO SPECIAL EDUCATION ASSIGNMENT:

1. Instruct a group of students or an individual student in a particular academic or non-academic lesson planned and assigned by the teacher or support staff.
2. Help maintain individual records for each child.
3. Assist the teacher in devising special strategies for reinforcing material or skills based on individual students' needs interests, and abilities.

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4. Assist in preparation of instructional materials.
5. Assist professional staff in identifying the specific skills that a student needs to develop.
6. Support Special Education teachers' efforts in working with regular education teachers.
7. Establish supportive relationship with pupils.
8. Work with students on hygiene and grooming skills.
9. Perform other appropriate duties and responsibilities as assigned.

DUTIES RELATED TO SPECIAL EDUCATION ASSIGNMENTS:

1. Write or type seating charts, schedules, and correspondence.
2. Mimeograph, duplicate, assemble, and staple materials.
3. Telephone parents when appropriate.
4. File.
5. Assist teacher in attendance procedure.
6. Check notebooks, correct papers, and supervises testing and make-up work as assigned by teacher.
7. Perform other appropriate duties and responsibilities as assigned.

TERM OF EMPLOYMENT: Ten (10) months

SALARY: Per Support Staff Association Contract