



DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: Special Education Aide Level 1

DATE: November 2024

DEPARTMENT/GROUP: Teamsters – Student Day

LOCATION: School Building

REPORTS TO: Principal

FLSA: Non-exempt

JOB SUMMARY: To work with teachers and other educational professionals in supporting student achievement and facilitating independence.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Attains and maintains current CPR/First Aid certification.
2. Completes staff development on an annual basis as required by the district or state mandates including
3. Provides individual and/or small group support to implement specific academic, behavioral, and/or physical accommodations as outlined by the Individualized Education Program.
4. Provides assistance in the development and preparation of instructional materials and adaptive strategies while utilizing technology programs and computers.
5. Maintains confidentiality of student records and information.
6. Supports inclusion, socialization, and independence within the school setting/and or in the community.
7. Provides transportation for small groups of students in district vehicles to community sites as directed.
8. Collects and maintains data as required by the student plan for medical assistance logs, daily communication logs, and anecdotal records.
9. Utilization of technology for data collection, reporting, emailing and assisting students in computer software applications as needed
10. Print, file, scan and record student progress reports, charts, certificates, or materials for interventions.
11. Consults with teachers to implement goals and monitor progress.
12. Assists students with make-up sessions as needed.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Other duties as may be assigned.
2. DCA

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. High school diploma or equivalent.
2. Highly Qualified Status by one of the following means is required:
 - a. Possess an Associate's degree or higher
 - b. Have completed two years of post-secondary study (48 college credits)
 - c. Attain the PA Credential of Competency Certification within the first year of employment.
3. Experience working with children.
4. Strong organizational skills required.
5. Proficiency in the use of technology
6. Effective interpersonal and communication skills.
7. Must maintain current CPR and First Aid certification
8. Must complete 20 hours of professional development that is aligned with the PA Competency Standards annually.
9. Must have and maintain a valid state vehicle operator's license and a good driving record.
10. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.

11. Candidate must adhere to all local, state, federal, and school code requirements for employment.

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access file cabinets, office equipment, etc.
- B. The employee is frequently required to communicate to provide accurate information to others and to obtain and follow directions.
- C. Have the ability to lift and/or move a student in need of assistance. Lifting requirements will vary and may be from 25 to over 100 pounds. This may be required on a constant basis.
- D. The noise level in the work environment is usually quiet to moderate.
- E. During busy time, the position may be demanding and require changes to scheduled duties or priorities.
- F. Constantly required to demonstrate good judgment and safety.
- G. Ability to make decisions in accordance with established procedures and policies.
- H. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
- I. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

A copy of this form may be obtained in the Human Resources Department.
The Downingtown Area School District is an equal opportunity employment, educational, and service organization.