

## JOB DESCRIPTION

*Eaton Community Schools  
An Equal Opportunity Employer*

Title: Substitute Special Education Aide

Reports to: Building Principal

Employment Status: Substitute

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### QUALIFICATIONS:

1. Hold a valid driver's license.
2. Be eighteen years of age or older.
3. Be a high school graduate or equivalent.
4. Hold an associate degree, complete two (2) years of college, or pass the assessment to meet the definition of highly qualified if assigned to a Title I building.
5. Be able to obtain proper Ohio certification.
6. Submit fingerprint impressions for investigation by the Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation and meet employment requirements as a result of the investigation.
7. Possess good vision, hearing, speech and mobility skills, high moral character for effective supervision of students K-12; possess a regular and predictable attendance record, without tardiness.
8. Be willing to participate in a training program at the beginning of employment, if requested.
9. Possess ability to work with pupils and teachers, positively, effectively, and energetically.
10. Have ability to perform job responsibilities with limited supervision.
11. Demonstrate a sincere desire to aid all students and interact with a positive attitude.
12. Have ability to maintain a high level of ethical behavior and confidentiality of information about students.
13. Possess a knowledge of or experience with handicapped children and/or sincere desire and ability to learn about working with handicapped children.

### GENERAL DESCRIPTION:

Under general supervision, is responsible for working with student(s) with identified special needs to provide them with the academic and emotional support needed to benefit from the district's special education program. Duties and working hours are subject to change according to the specific needs of the student(s) outlined on the Individualized Educational Program (IEP) as assigned by the principal and/or coordinators of the program.

### ESSENTIAL FUNCTIONS:

1. Accompanies student(s) on class field trips or community experiences.
2. Serves as a resource person, when requested, to the evaluation team conferring about the assigned students.
3. Assists students with medical care and/or other physical care.
4. Assists in restroom needs and assures proper sanitation.
5. Assists student in transferring to and from wheelchair; requiring lifting of 50 – 150 pounds.
6. Facilitates communication between handicapped children and other students.
7. Assists school personnel and classmates with acceptance of handicapped child.
8. Interacts, in a professional manner, with parents.
9. Assists with safety procedures.

### Additional Essential Functions of Academic Aides:

1. Assists students in completing academic assignments and self-help tasks in all curricular areas.
2. Works with small groups of students to reinforce material initially introduced by the teacher.
3. Assists student in classes where outlined in IEP.

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4. Assists student in moving from one class to another where IEP designates, requiring pushing wheelchair and student and lifting wheelchair as needed.
5. Assists classroom teacher in making supplemental materials.
6. Supervises small group activities.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Demonstrates positive relationship with students, staff, and parents.
2. Establishes, as fully as possible, a supportive relationship with students.
3. Will participate in all required trainings.
4. Performs other duties as required by supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: Board policies and procedures; student discipline code.

Ability to: Interpret policies, rules and regulations, maintain records, communicate effectively, follow instructions.

**CONDUCT:**

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**EQUIPMENT OPERATED:**

Computer, copier and bus lift

**ADDITIONAL WORKING CONDITIONS:**

Occasional exposure to severe weather, heavy equipment, unruly children/adults, blood, bodily fluids, and tissue.

**TERM OF EMPLOYMENT:**

As needed on a one year basis. The number of days and hours work will vary depending on district needs.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the Board of Education.

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Superintendent or designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Employee

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Date

[Approval date: June 10, 2013]

[Updates approved: August 10, 2015]