

EPHRATA AREA SCHOOL DISTRICT

Position Title: Inclusion Aide for Special Education
Department: Support Staff (Support Services)
Reports To: Special Education Teacher, Building Principal

POSITION PURPOSE

The Inclusion Aide is assigned to special education classes or programs and provides instructional support to the teacher (instructional leader) at the direction of the teacher and is under the general supervision of the program supervisor of special education.

ESSENTIAL FUNCTIONS – (May include)

1. Help prepare, collect and set-up materials for a lesson, following teacher direction.
2. Provide instructional assistance to students individually or in small groups at the direction of the teacher to reinforce and follow up instruction.
3. Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.
4. Assist with such large group activities as drill work, reading aloud, and story telling.
5. Check notebooks, correct papers, supervise testing and make-up work, as assigned by the teacher.
6. Alert regular teacher to any problem or special information about an individual student.
7. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
8. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
9. Perform clerical and record keeping duties as directed.
10. Operate a variety of instructional media and office equipment.

11. Assist in the maintenance of classroom discipline in accordance with established policy and procedures.
12. Adapt to the student's mode of communication as necessary for instructional purposes.
13. Assist in the implementation of therapy programs developed by speech and language pathologists, occupational therapists, physical therapists, and other support staff.
14. Participate in staff development training programs as assigned.
15. Perform other duties that may be assigned by Special Education Teacher (i.e. conduct informal observation of student in mainstream classroom, etc.).

KNOWLEDGE & SKILL REQUIREMENT

Education:	High School Diploma in addition to any pre-requisite requirements as defined by state or national regulations.
Language Skills:	Ability to read and comprehend simple instructions, short (simple) correspondence, memos, and routine reports. Ability to follow directions.
Mathematical Skills:	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
Reasoning Skills:	Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use sound judgment and make decisions in the absence of supervisor and work independently
Other Skills & Abilities:	Ability to deal courteously and tactfully with all District personnel, students, and the public. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

ESSENTIAL PHYSICAL REQUIREMENT

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

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to sit, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee frequently bends or twists at the neck and trunk. The employee must occasionally lift and/or move up to 20 pounds, reach forward and above the head. The employee must be able to push items of 20 pounds, such as pushing children on a bike or moving/ rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

TERMS OF EMPLOYMENT

This is a yearly position that follows the school calendar with hours that may vary due to student needs and funding.

CUSTOMER SERVICE STANDARDS

Our interaction with customers, both internal and external, tells them a lot about our priorities and how much we value them as partners. To insure that our interactions serve to strengthen relationships and promote the public image of the Ephrata Area School District, all employees should:

- Be extremely polite and listen to other perspectives
- Keep your promises and commitments to others
- Always give a little more than is expected