

## **JOB DESCRIPTION**

Title: Special Education Instructional Aide

Qualifications:

1. Certification of good health signed by a licensed physician
2. Meets the requirements of "highly-qualified" paraprofessional
3. Ability to read basic operating instructions and write reports
4. Demonstrated aptitude for successful completion of the tasks assigned
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports to:

1. Principal of school to whom he/she is assigned
- 2 Associate Superintendent for Special Services

Job Goal: To assist the children of the school to which he/she is assigned

Performance Responsibilities:

1. To assist children in independent study – to insure that assigned work is completed
2. To assist children with seat work after the teacher has taught the class a specific skill
3. To provide assistance in the use of program materials
4. To dictate stories or to work with the group of children on drama enrichment
5. To supervise small group activities such as to play a reading or math game with a group of children
6. To work on drill, enrichment and reinforcement activities especially in the areas of reading and mathematics with children
7. To help children write stories using correct spelling, punctuation, and grammar
8. To listen to children read with enjoyment
9. To assist committees engaged in special projects – construction, research or experiments
10. To give students personalized instruction in any area that is deemed necessary
11. To observe children's behavior
12. To assist with field trips and other outdoor educational activities
13. To supervise interest and study centers
14. To assist teacher in preparation of classroom materials
15. To assist students with toileting and/or health-related needs as appropriate
16. To perform other duties as directed

TERMS OF EMPLOYMENT: School year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

DEPARTMENT: Special Services

FLSA Status: Non-Exempt

**WORKING ENVIRONMENT:**

Generally requires a minimal amount of sitting, and a significant amount of crouching, bending, lifting, etc.; High energy level and ability to handle multiple tasks simultaneously; Ability to perform strenuous physical tasks, such as lifting and carrying young children; Manual dexterity and the ability to operate office machines, computer equipment, etc.; The job is performed indoors and outdoors.

4/2012