

### Special Education - Teacher Aide

#### Purpose Statement

The job of Special Education - Teacher Aide is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for assisting in the supervision, care and instruction of special needs students in the regular classroom or in a self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; providing information to appropriate school personnel; and attending IEP meetings.

This job reports to Special Education Director.

#### Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers student assignments as directed for the purpose of supporting teachers in the classroom.
- Assists medically fragile or physically disabled students for the purpose of maintaining students' personal hygiene.
- Attends meetings and in-service presentations (e.g. first aid, CPR, IEP meetings, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, professional support personnel, and parents for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Implements under the supervision of assigned teacher, behavioral plans designed by IEP team for students with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning concepts.
- Maintains instructional materials and/or manual and electronic files/records for the purpose of ensuring availability of items; providing written reference; and/or meeting mandated requirements.
- Monitors (e.g. rest rooms, playgrounds, hallways, bus loading zones, buses, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans; and ensuring students success in school.

#### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility

is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling some climbing and balancing some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing**

#### **Certificates and Licenses**

CPR Certificate preferred  
First Aid Certificate preferred  
Substitute certificate

#### **Continuing Educ. / Training**

CPR Certificate Renewal  
First Aid Certificate Renewal  
Nonviolent Crisis Intervention

#### **Clearances**

Criminal Background Clearance  
Drug Test

#### **FLSA Status**

Non Exempt

#### **Approval Date**

#### **Salary Grade**

#### **Title IX Coordinator**

Title\*: Human Resources  
Address: 90 Ethete Rd, Fort Washakie, WY 82514  
Telephone Number: 307.332.5983  
Email:

#### **Section 504/ADA Coordinator**

Title\*: Principal  
Address: 90 Ethete Rd, Fort Washakie, WY 82514  
Telephone Number: 307.332.5983  
Email:

#### **Civil Rights Compliance Coordinator**

Title\*: Superintendent  
Address: 90 Ethete Rd, Fort Washakie, WY 82514  
Telephone Number: 307.332.5983  
Email:

\*OCR recognizes that including a person's name may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position. It is acceptable for a school district to identify its coordinator only through a position title