

Imlay City Schools Position Description

Position Title	Instructional Aide, Special Education	Department	Special Education
Reports To	Building Principal, Director of Special Programs	Approved By	Superintendent
Date	May 2025		

SUMMARY: The special education aide shall work under the supervision of the teacher and assist in the special education students' daily needs. To help students learn subject matter and skills that are designed to promote social, physical, and intellectual growth; to establish effective rapport with students; to motivate students to develop those skills, attitudes, and knowledge needed to enable them to develop into mature, able, and responsible individuals.

EDUCATION & CERTIFICATION REQUIREMENTS: CANDIDATES MUST MEET ONE

Must have Associates Degree in related subjects or field, 60 semester hours of college coursework beyond diploma in related subject or field, or successful completion of the ETS ParaPro Assessment. Previous experience with physically, emotionally or mentally impaired students is recommended. The employee must maintain valid CPR certification. The employee must successfully complete any assigned training regarding physical or medical procedures. ICS will facilitate the completion of job required trainings and completion of the ETS ParaPro Assessment if a candidate does not have an Associate's Degree or 60 semester hours of college coursework.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Supports the educational goals of the building, as well as the individual goals of special needs students, including the use of assistive technology.
- Assists with loading and unloading of students on the buses.
- Manages required forms and records.
- Assists with behavior management programs and techniques.
- Performs simple physical therapy with training from a physical therapist.
- Assists in the feeding, toileting and personal care of special needs students, including diapering, insulin injections, and additional medical care requirements.
- Provides academic reinforcement of skills as directed by the classroom teacher.
- Administers necessary physical and/or medical procedures for which training may be required.
- Lift or assist with lifting students as required.
- Assist with virtual speech services.
- Provide assistance in Braille or other visually impaired assistance programs.
- Carries out any other duties as assigned by the building principal and/or director of special programs.

SUPERVISORY RESPONSIBILITIES: Supervises students when the teacher is not present.



QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, parents, and the general public.
- **MATHEMATICAL SKILLS:** Ability to work with mathematical concepts, use problem-solving skills, and handle computer system-related tasks.
- **REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **OTHER SKILLS AND ABILITIES:** Ability to apply knowledge of current research and theory to instructional programs; ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: 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 reach with hands and arms. The employee frequently is required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects; climb or balance; and stoop, kneel, crouch or crawl. The employee is frequently required to bend or twist at the neck and trunk more than the average person. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The employee must be able to transfer and/or lift a small adult. The employee must have the ability to perform toileting and cleaning of special needs students. Occasionally, the employee will assist in physical management of students. The employee must maintain valid CPR certification.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is moderate to loud depending upon the activity in the particular part of the day and location. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

