

# DRYDEN COMMUNITY SCHOOLS

## Position Description

**Position Title:** Instructional Aide, Special Education – Jr/Sr High School

**Reports To:** Building Principal

**SUMMARY:** The special education aide shall work under the supervision of the teacher and assist in the special education students' daily education programs.

\$17.00/hour

Up to 30 hours/week

**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
- Assists with loading and unloading of students on the busses.
- Manages required forms and records both paper and electronic including behavior plan logging, and other.
- Assists with behavior management programs and techniques following documented behavior plans and directives from special education staff.
- Provide simple physical therapy or occupational therapy with training from the therapist.
- Provides academic reinforcement of skills as directed by the classroom teacher.
- Carries out any other duties as assigned by the building principal and/or director of special programs.
- Know or be willing to learn the general laws associated with special education, including following an IEP, Restraint and Seclusion, and HIPAP FERPA.

**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.*

**REQUIRED QUALIFICATIONS:**

1. Must be at least 18 years of age.
2. Complete at least two years of study at an institution of higher education (equal to 60 semester hours); or obtain an associate's degree (or higher); or meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment.
  - Knowledge of, and the ability to assist in, instructing reading, writing, and mathematics; or
  - Knowledge of, and the ability to assist in, instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

The Michigan State Board of Education has approved the following formal assessments by which a paraprofessional can demonstrate knowledge:

WorkKeys® (Passing scores: Reading for Information – 4, Applied Mathematics – 4, Writing – 3), Michigan Test for Teacher Certification- Professional Readiness Exam (MTTC), ETS Parapro Assessment\* (Passing score: 460)

3. Ability to relate to children.

**DESIRED QUALIFICATIONS:**

1. College training in area.
2. Typing and audiovisual skills.
3. Training in behavioral disorders and appropriate interventions (eg., CPI).
4. Experience in a like position.
5. Satisfactory completion of Red Cross first aid course.
6. Satisfactory completion of Red Cross CPR course.

**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.*

**REASONING ABILITY:**

*Ability to apply common sense understanding to carry out detailed, but involved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.*

**OTHER SKILLS AND ABILITIES:**

*Ability to work effectively with individuals with special needs. 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 adhere to policies regarding confidentiality.*

**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 upon hiring.*

**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 the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

*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.*