

Noncertificated Positions

Board Approved – 9/18/19

This job description reflects the administrations' assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

TITLE: One-to-One Aide

QUALIFICATIONS:

1. High School diploma or equivalent
2. Ability to lift students to attend to personal needs
3. Ability to understand and implement an individual plan for learning or behavior
4. Ability to maintain clear and consistent records of behavior and performance progress
5. Ability and willingness to consistently implement behavior modification techniques
6. Willing to accept direction from teacher and supervisor
7. Meets the No Child Left Behind (NCLB) requirements for Title 1 paraprofessionals, if applicable
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal/Classroom Teacher

SUPERVISES: Not applicable

JOB GOAL: The primary goal of the 1-to-1 aide is to assist the assigned student in the development of independence; to facilitate the assigned student's access to the educational program; to assist assigned student in achieving goals and objectives of his/her IEP; and to provide support for all school activities.

PERFORMANCE RESPONSIBILITIES:

1. Under the direction and supervision of the classroom teacher, the 1-to-1 aide shall:
 - a. Comply with all applicable policies and regulations of the Board of Education;
 - b. Maintain confidentiality of student information;
 - c. Meet with the teacher daily to discuss the student's objectives, learning activities, strategies and progress;

- d. If assigned student is absent, report to the school office to be given an assignment for the day;
- e. Under the teacher's direction, assist the child in addressing IEP goals and objectives;
- f. Under the teacher's direction, facilitate the child's classroom integration and participation in group activities;
- g. Maintain daily anecdotal notes of behavior;
- h. Record student task performance and progress daily;
- i. Attend to personal needs of the child, e.g., toileting, changing, positioning, lifting, swimming;
- j. Implement behavior management plan as directed;
- k. Accompany student to and from bus, on and off the bus;
- l. Attend in-district professional development activities as offered;
- m. When assigned student is absent or appropriately engaged with others, contribute to the classroom educational program if not reassigned to another child in the classroom.
- n. Assist the teacher/aide with students on the playground, cafeteria, pool or classroom;
- o. Performs such other duties within the scope of his/her employment as assigned.

PHYSICAL REQUIREMENTS:

The duties of this job require the following physical activities: sitting, standing, reaching, walking, lifting, bending, kneeling, stooping, climbing, pushing, pulling, finger dexterity, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. The employee may need to lift and/or move a student. An average weight for a student is 75 pounds. Assistance can be provided, if necessary. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. In addition, the employee must be able to follow written and oral instructions and procedures.

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.

WORK ENVIRONMENT:

Work is performed in a school setting with exposure to health and/or safety hazards. The noise level in this environment is usually moderate.