

SCHOOL DISTRICT OF INDIAN RIVER COUNTY
SELF-CARE AIDE, EXCEPTIONAL STUDENT EDUCATION
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) College training preferred.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the techniques and procedures used in working with targeted student population. Ability to relate and communicate effectively with students, teachers, and parents. Ability to communicate orally and in writing. Ability to plan and/or implement instructional activities. Ability to operate or learn to operate a variety of technology and equipment. Ability to perform clerical responsibilities. Ability to cooperate and work as a member of a team. Physical ability to lift student and render physical assistance if required by job assignment.

REPORTS TO:

Principal or designee

JOB GOAL

To assist students with disabilities with classroom activities, transportation, modifications and personal needs.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:**Planning/Preparation**

- *(1) Assist the teacher(s) in preparing materials, teaching aids, bulletin boards and equipment for direct instructional activity, including locating, copying, collating, distributing, and/or grouping materials supporting instructional activities planned by the teacher.
- *(2) Assemble, adjust and maintain equipment used in the students' program.
- *(3) Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.

Administrative/Management

- *(4) Use time efficiently.
- *(5) Provide student supervision before, during, and after school while they are loading, riding, and unloading buses, on the playground, in the cafeteria, in a learning or practice situation, following appropriate training, as assigned.
- *(6) Assist in maintaining the security of records, materials, and equipment.
- *(7) Assist the teacher in monitoring the daily behavior requirements of assigned students by reinforcing, guiding and observing behaviors.
- *(8) Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.

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- * (9) Maintain a clean and orderly environment for students.
- * (10) Escort or transport students to and from classrooms, clinic, cafeteria as required.

Assessment/Evaluation

- * (11) Assist in assessing student progress as directed, including proctoring the administration of tests, marking papers, and maintaining confidential records.
- * (12) Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
- * (13) Assist, as assigned, in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.

Intervention/Direct Services

- * (14) Use classroom management techniques conducive to an effective classroom environment.
- * (15) Assist students in carrying out routine practice exercises which have been assigned the therapist.
- * (16) Assist students with personal hygiene, health and safety issues, or grooming if required.
- * (17) Assist an assigned student with any activity requiring support during physical activity, including eating and using the bathroom.

Collaboration

- * (18) Work closely with teacher(s) or other professionals to create a quality instructional environment.
- * (19) Meet and deal effectively with staff members, students, parents, administrators, and other contact persons using tact and good judgment.
- * (20) Exercise service orientation when working with others.
- * (21) Exhibit interpersonal skills to work as an effective team member.

Staff Development

- * (22) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (23) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Professional Responsibilities

- * (24) Demonstrate initiative in the performance of assigned responsibilities.
- * (25) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (26) Ensure adherence to good safety standards.
- * (27) Model and maintain high ethical standards.
- * (28) Keep supervisor informed of potential problems or unusual events.
- * (29) Use effective, positive interpersonal communication skills.
- * (30) Respond to inquiries and concerns in a timely manner.
- * (31) Serve on school/district committees as required or appropriate.
- * (32) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (33) Demonstrate support for the school district and its goals and priorities.
- * (34) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (35) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (36) Maintain confidentiality regarding student information and school/workplace matters.
- * (37) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

SELF-CARE AIDE, EXCEPTIONAL STUDENT EDUCATION (Continued)**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

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TERMS OF EMPLOYMENT:

Support Personnel	Pay Grade 5	186 days worked per year (9 months)
FLSA Non-Exempt		

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.