

Mt. Lebanon School District	
Job Description	
Position	Special Education Classroom Aide
Classification	Non-Exempt
Salary & Benefits	In accordance with the current collective bargaining agreement between the Mt. Lebanon School District and the Mt. Lebanon Secretarial/Aides Education Support Professionals Association
Work Hours/Year	7 hours per day, Monday-Friday, 190 days per year during the regular school year
Reports To	School Principal
Summary The Special Education Classroom Aide (SECA) is an education paraprofessional who provides instructional support to students with special needs, the special education classroom teacher, and the Special Education Department and program at large. Under the direction of the special education teacher, the SECA works directly with students in accordance with Individualized Education Programs (IEP's), provides clerical support for the implementation of instructional activities, and assists in the implementation of clerical functions in the classroom. Special Education Classroom Aides may be assigned to work with more than one teacher and/or in more than one classroom, including learning support and/or life skills/autistic support classrooms and settings.	
Essential Functions ▪ Perform clerical functions including: typing/word processing (including compliance forms and reports), correcting papers, producing instructional materials, duplicating materials, collecting materials, filing, picking up and distributing materials, and recording routine information. ▪ Escort pupils to office, nurse, mainstream classes, library, recess, lunch, restroom, field trips, reinforcement activities, and vehicles for daily transportation. ▪ Provide clerical assistance to pupils doing individual and group work. ▪ Read and correct tests, and complete follow-up work as directed by the teacher. ▪ Assist in arranging conference schedules with parents. Make routine contacts within and outside the school. ▪ Help to maintain classroom orderliness. ▪ Assist in supervision of pupils in the classroom if teacher must leave the room. ▪ Monitor assignment and homework completion of small groups and individual pupils. ▪ Collect materials and supplies from outside and inside classroom. ▪ Maintain record of student reward system for classroom teacher(s). ▪ Assist teacher(s) in classroom management. ▪ Assist students with use of technology. ▪ Help students with use of life skills, such as: buttoning, toileting, shoe tying, eating, etc. ▪ Facilitate paper flow and communication as directed by teacher, for example, of daily regular education progress reports, behavior reports to parents, etc. ▪ Participate in district-sponsored staff development activities as assigned by building principal. ▪ Participate in staff development trainings required to: ○ Earn the Credential of Competency for Special Education Paraeducators within one year of hire and submit to the Pennsylvania Department of Education. ○ Maintain an ongoing level of competency through participation in a minimum of 20 hours of training in subsequent years aligned with the competency standard. ○ Acquire and maintain certification in cardiac pulmonary resuscitation (CPR) and First Aid techniques. The District will provide training in both CPR and First Aid at the beginning of each	

school. Should the SECA be hired after the initial District training, the SECA will be responsible for providing the District with current CPR and First Aid certification documents within fourteen (14) days of hire.

- Demonstrate professionalism and maintain good moral character in representing the school.
- Must adhere to the highest standards of confidentiality and handling of sensitive information.
- Perform other duties as assigned by the school principal or his/her designee.

Qualifications

Instructional paraprofessionals shall meet one of the following qualifications:

- Have completed at least two (2) years of postsecondary study;
- Possess an associate degree or higher;
- Meet a rigorous standard of quality as demonstrated through a state or local assessment:
 - Obtaining a Child Development Associate (CDA) credential through any credit bearing course work offered by an institute of higher education;
 - Completing and passing the Pennsylvania Special Education Paraeducator Credential of Competency offered through the Pennsylvania Training and Technical Assistance Network (PaTTAN);
 - An alternative rigorous standard of quality as demonstrated through a state or local assessment.

Competencies

- Must possess excellent interpersonal skills including active listening skills and the ability to communicate clearly and professionally with students, parents and other District employees.
- Must be flexible and willing to work with students with special needs under the direction of the classroom teacher(s) as an aide.
- Must be able to take direction from and collaborate productively with other staff members.
- Must be able to work in an environment with frequent interruptions.
- Must be able to think critically, exercise good judgement, and work under high level of stress as it pertains to the job, including the abilities to demonstrate patience and tolerance for repetition.
- Must be able to perform clerical tasks and document and record information.
- Must possess computer skills, including a working knowledge of standard office, classroom equipment, media and software applications, and other technologies.
- Must be able to learn and apply new skills, especially technological skills.
- Must appropriately handle confidential information.
- Must understand and/or be willing to learn about the characteristics of individuals with disabilities across the age range, including levels of severity, multiple disabilities and their influence on development, behavior and learning, including knowledge about the impact of language disorders, processing deficits, intellectual abilities, behavioral/emotional/social disorders, and physical (including sensory) disabilities on learning and behavior.

Work Environment

Typical school classroom and other academic and non-academic settings within the school building (library, cafeteria, auditorium, gymnasium, playground, etc.).

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. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional physical demands and duties may be assigned.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, move throughout the building, sit, stoop, kneel or crouch, reach above and below the waist, grasp objects, and operate a computer, mobile, or other assistive device(s). The employee may be required to lift, carry, push, and/or pull objects up to 25 lbs. The employee may need to assist with or provide safe, physical management or restraint of students when necessary. The employee must possess sensory abilities including speech, visual and auditory acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

The Mt. Lebanon School District is an Equal Opportunity Employer

The district provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.