

**Job Title:** Special Education Aide

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal

**Date Revised:** May 2017

**Dept./School:** Assigned Campus

**Pay Grade:** Aux 2

### **SPECIAL EDUCATION AIDE**

#### **Instructional Support:**

1. Work with individual students with a mild to moderate learning disability or physical disability and/or mild to severe emotional disability.
2. Ability to follow oral and written instructions.
3. Collaborate with special education case manager in regards to special education services and any concerns with student performance
4. Collaborate with general education teacher in the implementation of student's individualized educational plan.
5. Ensure appropriate use of supplemental aids and testing accommodations.
6. Maintain inclusion logs daily; submit inclusion logs to special education case manager weekly.
7. Attend any/all required trainings – to include but not limited to CPI.
8. Assist with supervision and monitoring of students; instructional activities inside the classroom environment; including support with physical needs and personal care.

#### **Campus Duty:**

1. Participate in district and campus staff development programs that improve job related skills.
2. Keep informed of and comply with state, district and school regulations, including daily attendance, punctuality and confidentiality.
3. Follow an established work schedule that includes instructional assignments and student support services.
4. Assist with the supervision and monitoring of students throughout the school day outside of the classroom, including the cafeteria, playground, physical education classes, boarding and exiting the bus, on community-based activities and other assigned activities.
5. Assist in maintaining student records and provide feedback as requested by teacher.
6. Use effective communication skills with students, parents and district personnel.
7. Daily attendance at work and punctuality are essential functions of the job.

#### **Other Duties:**

8. Assist with preparation of instructional materials, paperwork and record keeping.
9. Cover classroom teachers as needed for ARD/IEP meetings.
10. Other duties assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; work indoors and outdoors in varying climate

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by

Date

Received by

Date