

FIRELANDS LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: SPECIAL EDUCATION AIDE

File 504

Reports to: Assigned administrator/supervisor

Job Objective: Provides student services consistent with the district's mission and mandated requirements.
NOTE: Duties vary in scope/duration and may be modified to address evolving staffing needs.

Minimum Qualifications:

- Valid state department of education license/permit as determined at the time of appointment.
- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Behavioral management skills substantiated by training/work experience. Duties require agility, physical strength, and stamina to address the needs of students with problem behavior and/or require physical assistance (e.g., mobility, transferring, positioning, etc.).
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Maintains confidentiality. Accepts personal responsibility for decisions/conduct.
- Passes all state background check requirements. Maintains a record free of criminal violations that would prohibit public school employment.
- Meets mandated health screening requirements following a conditional offer of employment.
- Shows evidence of core computer competencies deemed essential at the time of hire.
- Successful completion of training in communicable disease, child abuse/neglect, CPR, and/or first aid/injury prevention may be required as a condition of employment. Specific skills in the use of communication boards, sign language, finger spelling, etc., may be necessary for some positions.

Essential Functions:

1. Performs non-teaching classroom support services as a collaborative member of the educational team to help students benefit from relevant developmental programs.

- Prepares/distributes program materials. Prepares classroom equipment for use (e.g., computers, media resources, etc.). Keeps program areas orderly. Cleans/maintains equipment as directed.
- Assists with classroom records (e.g. attendance, etc.). Verifies the accuracy of data as directed.
- Performs duties under the direct supervision of an assigned teacher. Responsibilities may include assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc. Supports an inclusive learning environment.
- Assists individuals and small student groups with remedial or enrichment activities.
- Reinforces instructional objectives introduced by the teacher.
- Helps students assimilate into the school environment. Implements classroom modifications and/or accommodations identified in Individualized Education Plans (IEP).
- Works with program staff to identify student assistance strategies most likely to be effective.
- Helps students manage the learning environment (e.g., access/proximity to activities, assistive technology, augmentative devices, mobility assistance, use of instructional/media resources, etc.).
- Charts student behavior as directed. Encourages student accountability, active participation, cooperation, positive outlook, punctuality, dependability, etc.
- Attends to student concerns discreetly when assistance is requested.
- Assists students with personal care (e.g., changing clothing, diapering, toileting, etc.) as trained by a health care professional. Follows standard hygiene/sanitation procedures.
- Works with the classroom teacher to deal with disruptive students effectively. Follows Positive Behavior Intervention Plans as written. Provides positive behavior support as directed by the instructor. Follows Crisis Prevention Plan and restraint procedures.
- Assists with non-classroom activities (e.g., arrival/departure, lunch, recess, field trips, etc.).

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Performs all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Monitors students as directed. Maintains high standards for appropriate conduct. Recognizes and responds to prevent aggressive behavior or harassment. Complies with district procedures and federal/state laws when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with all mandated safety regulations and follow district protocols when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.
- Working in confined spaces and/or under variable lighting conditions.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Firelands Local School District Board of Education.

The Firelands Local School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: July 15, 2013