

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Teacher Aide - Special Education	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 5

Job Summary.

The special education teacher aide assists the special education resource teacher or speech language pathologist (SLP) with classroom duties, to include providing academic support and overall supervision of students who experience mild to moderate disabilities.

Essential Job Functions

Assists with monitoring and documentation of student progress.

Provides instructional support to students by assisting the teacher or SLP with daily instruction of individuals or groups of students.

Assists the teacher or SLP with classroom management and with carrying out behavior management plans.

Assists in developing instructional materials.

Assists building staff in playground supervision, lunch duty, and bus duty.

Non-Essential Job Functions

May assist students in learning of life skills.

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, scanner, printer, copy equipment, audio-visual and media equipment, and assistive technology devices.

Independent Decisions

Makes routine job-related decisions.

Primary Working Contacts

Daily contact with special education teachers, students, and/or special education department staff, school staff, and parents; occasional contact with other administrative center staff and the general public.

Responsibility for Cash, Equipment, Safety

Responsible for the safety of students under supervision in the classroom and on school grounds.

Supervision Received and Exercised

None given; receives oral and/or written instructions from the building principal or administrator, special education teachers, and the special education administrative staff.

Unusual Working Conditions

Work is performed in a normal classroom setting. Position is mostly sedentary with extended periods sitting at desk/computer. May be exposed to extreme cold temperatures during occasional recess or bus duty.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Must meet at least one of the following three qualifications:
 - a. A high school diploma, or equivalent, and have completed the ParaProfessional Assessment, or have the ability to pass the ParaProfessional Assessment within four (4) months of hire; or
 - b. An associate's degree or higher; or
 - c. Completion of two years of higher education (at least 48 semester hours) or the equivalent
2. Non-violent crisis intervention training must be completed within six (6) months of hire.
3. Basic reading and math skills and a basic understanding of learning disabilities are required.
4. Clear and easily understood verbal communication skills in English.
5. Proven ability to communicate effectively with children.

The following are preferred:

1. At least six (6) months of experience working with children with disabilities.
2. Basic clerical skills, including using Word and Excel.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.