

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Teacher Aide – Pre-Kindergarten Special Education	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 6

### **Job Summary**

Assists in the care of physically and mentally disabled students.

### **Essential Job Functions**

Attends to students' physical needs, including toileting, dress, grooming, and hygiene. Some lifting of up to 50 lbs. is required.

Assists in movement of students as needed.

Assists teachers and therapists with daily learning tasks and/or motor skills development.

Assists with meals, recess, and bus duty pertaining to special needs students.

Assists in the care of FM Systems, hearing aids, and other devices that students may require.

### **Non-Essential Job Functions**

May be required to continually monitor and assist with student life support equipment, such as a respirator.

May attend to students' needs across a variety of school classroom settings.

If the posted vacancy lists a requirement for signing skills, additional job duties may include: translating spoken language into sign language for hearing impaired, deaf, or multiply disabled students; translating sign language into spoken language for students and staff in order for the student to access appropriate classroom information and take part in classroom activities that will enable the student to understand and participate in the educational program.

Performs other job-related duties as assigned.

### **Equipment Used**

Computer, printer, copier, laminator, and audio-visual machines.

### **Independent Decisions**

Implementation of classroom rules and procedures when supporting students when the teacher is away from the classroom.

**Primary Working Contacts**

Students, bus attendants, administrators and parents.

**Responsibility for Cash, Equipment, Safety**

Personal safety of disabled students. Use of specialized equipment for students with special needs.

**Supervision Received and Exercised**

None given; received from principal or teachers.

**Unusual Working Conditions**

May work with students in wheelchairs, using life support devices, augmentative communication devices, or requiring extensive lifting and total care.

**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 50 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 one of the three qualifications:
  - a. High school diploma or equivalent and either having completed or the ability to complete the ParaPro Assessment or the HELP within four (4) months of hire, or
  - b. Associate's degree or higher, or
  - c. Completion of two years of higher education (at least 48 semester hours) or the equivalent.
2. Must be trained in (and maintain recency as required) a District approved de-escalation/crisis intervention program within six (6) months of hire.
3. Must have an understanding of developmental disabilities.
4. Must demonstrate proper lifting skills.
5. Must have empathy for special needs of disabled children, ability to communicate with physically and mentally disabled students, and physical ability to lift a minimum of 50 lbs. regularly.
6. If the posted vacancy lists a requirement for signing skills, the applicant must at a minimum have completed ASL I and ASL II.

The following is preferred:

1. At least six (6) months of experience assisting and/or working with children with disabilities strongly preferred.
2. Courses in child development, CPR certification, and computer skills.

**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**