

FNSBSD JOB DESCRIPTION	
Job Title: Cross-Categorical Elementary Special Education Aide	
Supervisor: Building Principal or District Administrator	Classification: Classified ESSA
Days/Months: 9 months	Grade: 7

### **Job Summary**

Assists in the care, instruction, and support of elementary students (PreK through grade 5, or through grade 8 at applicable campuses) with physical, social-emotional, behavioral, self-help, and/or developmental needs. Positions may be assigned to Intensive Resource (IR) rooms, Extended Resource (ER) rooms, Preschool (PK) classrooms, or integrated general education settings, based on district and building needs.

### **Essential Job Functions**

Attends to students' physical needs, including toileting, dressing, grooming, and hygiene.

Assists with the movement and transfer of students as needed; must have the physical ability to lift up to fifty (50) pounds regularly.

Supports teachers and therapists with students' daily learning, motor skill development, communication, and adaptive skill activities.

Assists with student supervision during meals, recess, breaks, and transportation duties related to special needs students.

Provides care and assistance with specialized student equipment, including FM Systems, hearing aids, mobility and communication devices, and other adaptive tools.

Supports the instruction and supervision of students with developmental, adaptive, emotional, or behavioral needs in both self-contained and integrated settings.

Assumes responsibility for classroom management when the teacher is temporarily unavailable. Assists in the preparation of instructional materials, tutoring, and grading assignments as requested by the teacher.

Implements lesson plans, Individualized Education Plans (IEPs), and Behavior Intervention Plans (BIPs) under the guidance of certified staff.

Maintains special education documentation, recording daily behavioral data and IEP progress information.

Communicates appropriately and professionally with parents, staff, and administrators as directed by the teacher or building administration.

Attends meetings and professional development sessions as requested.

**Non-Essential Job Functions**

May monitor and assist with student life-support or medical equipment such as respirators.

May attend to students' needs across a variety of classroom settings, including general education environments.

If the position requires signing skills, may translate between spoken language and American Sign Language (ASL) for students and staff.

May be assigned to multiple classrooms or locations throughout the week.

Performs other job-related duties as assigned.

**Equipment Used**

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

Specialized student equipment such as FM Systems, hearing aids, life-support devices, augmentative communication tools, and wheelchairs.

**Independent Decisions**

Implements classroom rules and procedures when supervising students in the teacher's absence. Supervises individual or groups of students in inclusive and self-contained settings. Applies appropriate disciplinary actions consistent with classroom rules and individual student IEPs.

**Primary Working Contacts**

Students, Teachers, Special Education Department staff, Parents, Administrators, Bus attendants

**Responsibility for Cash, Equipment, Safety**

Responsible for maintaining the personal safety of students with disabilities and the proper use and care of specialized equipment required for student support.

**Supervision Received and Exercised**

Works under the direction of the principal and assigned teachers. Receives daily oral and/or written assignments. Supervision Exercised: None.

**Unusual Working Conditions**

May work with students requiring significant physical assistance, including lifting or use of adaptive or medical devices. Students may display aggressive, disruptive, or manipulative behaviors and may use inappropriate language.

**Evaluation**

Annual written evaluation.

**Physical and Mental Demands**

Requires frequent standing, walking, sitting, speaking, and hearing. Regularly required to reach, and occasionally lift up to fifty (50) pounds. Must be able to move freely to observe and assist students. Must be able to remain outdoors for up to forty (40) minutes in temperatures as low as twenty (20) degrees below zero. Requires cognitive skills to understand instructions, recall facts and details, manage 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:
  - a. High school diploma/equivalent and ability to pass the ParaProfessional Assessment or WorkKeys within 4 months; or
  - b. Associate's degree or higher; or
  - c. Completion of 48 semester hours of higher education.
2. Demonstrated ability to lift and assist students safely.
3. Understanding of developmental disabilities and empathy for students with special needs.
4. Tutoring skills commensurate with the level of assigned students.
5. Successful completion of de-escalation/crisis intervention training, including physical restraint, as required.
6. If the posted vacancy lists a requirement for signing skills, the applicant must at a minimum have completed ASL I and ASL II.

### **Preferred:**

The following are preferred:

1. Six (6) months or more of experience working with children with disabilities.
2. Coursework in child development, CPR certification, and/or 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.**