

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Cross-Categorical Secondary Special Education Aide	
<i>Supervisor:</i> Building Principal or District Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 7

**Job Summary**

Assists in the care and tutoring of students who may have physical, social-emotional, behavioral, self-help and/or developmental deficits. This position may be placed in Intensive Resource (IR) or Extended Resource (ER) secondary special education classrooms, depending on District and building needs.

**Essential Job Functions**

Attends to students' physical needs, including, but not limited to, toileting, dressing, grooming, and hygiene.

Assists in movement of students as needed. Some lifting of up to 50 lbs. may be required.

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

Assists with meals, passing periods, break times, and bus duty pertaining to special needs students.

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

Assists in the supervision of students with emotional or behavioral needs in self-contained or integrated settings. Assumes control of the classroom when the teacher is occupied with one student.

Assists in preparation of instructional materials, in addition to tutoring, and grading. Assists in the implementation of lesson plans and individualized education plans (IEP) and behavior intervention plans (BIP) under the direction of certified staff.

Maintains special education paperwork. Records daily behavioral and IEP progress data.

Communicates with parents regarding students, as directed by the teacher. Attends parent meetings, if requested.

**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 in the general education classroom.

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.

May require working in several classrooms within the assigned school building.

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**

Responsible for the personal safety of disabled students including expected use of specialized equipment for students with special needs.

### **Supervision Received and Exercised**

None given; supervision 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. Students may display manipulative and disruptive behavior and use profanity.

### **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 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. Must have an understanding of developmental disabilities.
3. Must demonstrate proper lifting skills in order to safely lift a minimum of 50 lbs. regularly.
4. Must have empathy for special needs of disabled children including the ability to respectfully and appropriately communicate with physically and mentally disabled students.
5. Successful completion of de-escalation training required within the first six (6) months of employment.
6. Knowledge of basic reading, math, and curricular areas appropriate for age-level of students.
7. Must possess the ability to communicate clearly and consistently with students, staff, and parents, including the ability to calm students who are upset or angry, defuse conflict situations, and to safely restrain out-of-control students who present a danger to self or others.
8. Must be able to remain outside for 30 minutes at 20 degrees below zero.
9. Must have a valid driver's license, use of a personal vehicle, 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. Completed courses 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.**