

**NORWELL PUBLIC SCHOOLS  
NORWELL, MASSACHUSETTS 02061**

**ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY**

**POSITION:** Special Education Aide, Long-Term Substitute - Elementary School

**GENERAL DUTIES:** To assist the Special Educators in maintaining appropriate instructional activities and environments as described in the individual educational plan in order that student may learn effectively.

**REPORTS TO:** Building Principal and Director of Student Services

**QUALIFICATIONS:**

1. High School diploma required; associate degree or higher preferred;
2. High degree of organizational and interpersonal skills;
3. Ability to work cooperatively with staff and special education students;
4. Demonstrated ability to perform the responsibilities below as evidenced by educational and work-related experiences, previous employment, and interview process.

**RESPONSIBILITIES:**

1. Work under the supervision of a Special Educator with individual or small groups of special education students to reinforce learning of material or skills within the learning center or general classroom;
2. Help special education students master equipment or instructional material as assigned by the classroom teacher and Special Education;
3. Guide independent study, enrichment work and remedial work set up and assigned by the classroom teacher and Special Educator;
4. Administer, score and record such achievement and diagnostic tests as the classroom teacher recommends for special education students;
5. Assist the teacher in devising special strategies for reinforcing material or skills based on the special education student's individual needs, interest and ability;
6. Provide physical assistance to student with disabilities as directed based on the special education students' physical need such as dressing, feeding, toileting, mobility to access school programs, assistance during field trips, physical education class and school transportation;
7. Keep bulletin boards and other classroom learning displays up-to- date, assist in photocopying, software update and clerical duties related to relevant special education regulations;
8. Assist the teacher in the supervision of special education student behavior and work habits including use of behavior management/modification and passive restraint;
9. Assist with large group activities such as drill work, reading and activities of daily living;
10. Check notebooks, correct papers and supervise tests and make up work as assigned by the teacher;
11. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher;
12. Maintain the same high level of ethical behavior and confidentiality of information about special education as is expected of all school personnel;

13. Participate in in-service training programs assigned; and
14. Perform all other duties as assigned by the Superintendent of Schools or designee.

**TERMS OF  
EMPLOYMENT  
AND EVALUATION:**

This is a special education aide, long-term substitute position.

**Approved By:** \_\_\_\_\_  
Matthew A. Keegan  
Superintendent of Schools

**Date:** \_\_\_\_\_, 2025

**EQUAL OPPORTUNITY EMPLOYER**

Norwell Public Schools does not exclude from participation, deny the benefits of Norwell Public Schools from or otherwise discriminate against, individuals on the basis of race (including traits historically associated with race (including, but not limited to, hair texture, hair type, hair length and protective hairstyles), color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.

**NORWELL PUBLIC SCHOOLS:** *Anchored in tradition, inspired to learn, confident to explore, prepared to navigate*