

STANDARD SCHOOL DISTRICT

Job Description

Job Title: Instructional Aide, Special Education

JOB SUMMARY

Under supervision of certificated staff, assist individuals and small groups of students with instructional tasks, assist with classroom management, record keeping, and other work as assigned. Specialized attention, support, and assistance to any children with identified health concerns.

REQUIRED QUALIFICATIONS

- Two years of study at an institution of higher education, or an Associate's or higher degree, or pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics (or reading, writing, and mathematics readiness).
- CPR Training.

Ability to:

- Assist teacher in carrying out instruction and related activities
- Assist with preparation, checking, arrangement, and care of instructional materials.
- Assist with supervision of students in multiple settings.
- Assist children with development of adequate adaptive behavior skills, to include toileting when necessary, and assisting with other adaptive behavior needs.
- When trained and supervised by a licensed health care professional, perform specialized health care duties for children with unique health care needs.
- Assist with attendance and enrollment procedures, record keeping, filing, and related instructional support duties.
- Operate multi-media equipment and duplicating machine.
- Assist students with computer programs that students use related to the instructional program.
- Communicate effectively (verbal and written language).
- Initiate and complete assigned tasks in a timely and thorough manner.

Experience:

Background to include activities that involve students and an interest in working with school-age children.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assist children with their development in academics and social skills, as directed by certificated staff.
2. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51-75% |
| 2. Occasional | = 25-50% | 4. Very Frequent | = 76% and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand and circulate for extended periods of time.
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 3 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 2 g. Ability to reach in all directions.
- 2 h. Ability to lift 40 lbs.
- 2 i. Ability to carry 20 lbs.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other duties as assigned related to the instructional aide position.

Employee: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.