



## **Job Description: Highly Qualified Special Education Teacher Aide**

<b><u>Date Updated:</u></b>	May 2024	<b><u>FLSA Status:</u></b>	Non-Exempt
<b><u>Reports To:</u></b>	Appropriate Principal	<b><u>Employee Group:</u></b>	Support
<b><u>Hours Per Day:</u></b>	Varies	<b><u>Days Per Year:</u></b>	School Year

**Job Summary:** Assist in the supervision and teaching of individuals and groups participating in developmental and instructional activities designed by the teacher.

### **Qualifications:**

- Highly qualified, with a minimum of 48 post-secondary credits, or
- Associate's degree, or
- Highly qualified assessment
- Experience with, and interest in, working with students
- Current (dated within five years) Child Abuse, PA State Criminal History and PDE FBI Clearances as required by the Child Protective Services Law and PA School Code

### **Duties and Responsibilities (including but may not be limited to):**

1. Assist the teacher in fostering readiness and socialization skills deemed necessary for later academic success.
2. Prepare instructional materials, as needed.
3. Assist in the preparation and maintenance of student progress charts.
4. Assist with clerical and non-instructional duties, including projecting a positive image for the district.
5. Assist with maintaining up-to-date records for each student, describing strategies for each student's program.
6. Assist special education teachers in maintaining a positive learning environment in the classroom, ensuring the continuance of the educational program developed by the teacher.
7. Assists with planning and implementing individual and group strategies for students as defined by the student's Individual Education Plan (IEP).
8. Reads, understands, and is responsible for implementing and documenting behavior plans and/or Individual Education Plans (IEP).
9. Work closely with the teacher as a member of the educational team to continually modify the program for each student.
10. Observes and intervenes to redirect inappropriate behavior.
11. Assist with promoting safety practices, building, and classroom rules, and in situations of illness or injury.
12. Attend training as dictated by the supervisor.
13. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal, or designee.

### **Physical Demands:**

- Ability to walk, stand, and sit
- Ability to bend, twist, and climb stairs
- Ability to reach above and below the waist
- Ability to use fingers to pick, feel, and grasp objects
- Ability to use both hands for repetitive motion
- Occasionally lift/push and/or move up to 20 pounds
- Occasionally stoop, kneel or crouch

### **Sensory Abilities:**

- Close vision, distant vision and depth vision perception
- Good hearing abilities
- Able to speak clearly and distinctly
- Able to read correspondence/computer screens



## WEST YORK AREA SCHOOL DISTRICT

Every Student Every Day

### **Work Environment:**

- Standard office/classroom setting including standard office equipment

### **Required Knowledge, Skills and Abilities:**

- Must be courteous, congenial, cooperative, and service-oriented.
- Professional appearance.
- Utilize databases, Microsoft Office products, and other district software and technology proficiently, as designated by the supervisor.
- Must be able to work independently or in a team (as circumstances warrant), and able to work with frequent interruptions.
- Must be able to communicate effectively with students, personnel at all levels, and members of the public.
- Follow written and verbal directions, provide direction, and motivate peers.
- Must be able to read/write/correspond clearly, concisely, and effectively at a post-secondary level; interpret and follow district policies, regulations, and work rules; and exercise good judgment.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of West York Area School District.

**Hiring Practice:** The school district's hiring policy is that the best candidate will be selected based on the recommendation of the Interview Team and the Superintendent or designee.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

EOE

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Employee Name Printed

Employee Signature

Date