

TITLE: SELF CONTAINED SPECIAL EDUCATION ONE-ON-ONE AIDE

QUALIFICATION:

1. Associates degree, 60 credit hours from an accredited university or Community college, or completion of Praxis Para Professional Exam (or equivalent exam) with a satisfactory score.
2. High School Diploma or Equivalent.
3. Pass fingerprint and background check.
4. Excellent attendance record.
5. Must have, or be willing to obtain First Aid and CPR certification, and keep certification current.
6. Must be able to bend and lift 50 lbs.

REPORTS TO: Classroom Teacher, site administrator, special education administrator

JOB GOAL: To assist the teacher with teaching objectives by working with individual students or small groups to help them achieve classroom and individual goals.

PERFORMANCE RESPONSIBILITIES:

Responsibilities shall include, but not be limited to the following:

1. Work with individual students or groups of students to reinforce learning of material or skills introduced by the teacher or reinforcing individual IEP goals.
2. Guide independent study, enrichment work, and remedial work set up by the classroom teacher.
3. Check class work, grade papers and supervise testing as assigned by classroom teacher.
4. Serve as the chief source of information and help any substitute teacher assigned in the absence of the regular teacher.
5. Alert the classroom teacher to any problems or special information about an individual student.
6. Maintain the same high level of ethical behavior and confidentiality of information as is expected of teachers.
7. Participate in in-service training programs as required.
8. Assist students with lunch, snack, recess and cleanup routines.

9. Meet students at the bus each morning and take them to the bus in the afternoon.
10. Assist students with wash-up and toilet routines, including changing diapers.
11. Operate and care for equipment and assistive technology used in the classroom
12. Assist with student supervision in all school settings.
13. Perform other duties as assigned.

TERMS OF EMPLOYMENT: As per Support Staff Classification

COMPENSATION: As Per Classified Salary Schedule

EVALUATION: Probationary (prior to 90th day of employment), thereafter annually by supervisor.

