

**PUTNAM COUNTY SCHOOLS  
JOB DESCRIPTION**

**Position:** Exceptional Education Aide/Sign Language Specialist\*

**Evaluated by:** Building Principal/Assistant Principal

**Job Description:** The Exceptional Education Aide/Sign Language Specialist supports the instructional program by performing tasks assigned by the regular or special education teacher.

**Qualifications:** Holds a high school diploma or GED.  
Holds "Aide" and "Sign Language Specialist" classifications.  
Holds a minimum of Level III Certification through the National Interpreter Assessment and Certification Program.  
Possesses strong interpretation/translation skills.  
Has successfully completed in-service training equivalent to three semester hours of college credit, as determined by the State Board of Education.  
Possesses strong oral and written communication skills.  
Holds valid CPR and first aid cards.  
Has completed training required for exceptional education aides.

**Length of Employment:** 200 Days

**Responsibilities:** The Exceptional Education Aide/Sign Language Specialist shall have the following responsibilities and duties:

1. To provide individual or small group instruction under the supervision of the teacher.
2. To interpret for students utilizing the student(s)' preferred mode of communication.
3. To provide interpretation during the school day in academic and non-academic settings with staff and peers.
4. To confer with educators to plan for interpretation and note taking services.
5. To provide students with individualized attention.
6. To assist in grading assignments and recording grades.
7. To set up and operate equipment for instruction.
8. To assist with preparing materials for instruction.
9. To assist the teacher with escorting students to and from the bus.
10. To provide library assistance to students.
11. To assist with the preparation of snacks for students as needed.
12. To assist in lifting, feeding, toileting and changing clothes of special needs students as appropriate in assigned classroom.
13. To assist and supervise special needs students in the regular classroom setting.
14. To assist in maintaining an inventory of classroom materials and supplies.
15. To assist in the modification of materials and instructional activities for special needs students.
16. To assist students in physical therapy activities, as instructed.
17. To practice good safety habits.
18. To perform clerical duties such as filing and typing for classroom purposes.
19. To be aware of medications administered to students.
20. To maintain confidentiality of students' records.
21. To perform other duties as assigned by the special education teacher.

\*The Exceptional Education Aide/Sign Language Specialist who has signed a Supervisory Aide Agreement shall have the following additional responsibilities:

1. To exercise authority and control over students when the teacher is required to leave the classroom for a short duration.
2. To supervise students in a non-instructional setting.
3. To supervise students in an emergency situation.

\*The Exceptional Education Aide/Sign Language Specialist who has signed a Specialized Health Procedures Agreement shall have the following additional responsibilities under the supervision and monitoring of a school nurse:

1. To provide specialized health procedures including, but not limited to, dispensing of medications, catheterizations, oral suctioning, and/or naso-gastric or gastrostomy tube feeding.

**Work Habits:** The Exceptional Education Aide/Braille/Sign Language Specialist shall exhibit the following work habits:

1. Maintains work habits that facilitate a positive work environment.
2. Displays knowledge within assigned area(s) of responsibility.
3. Maintains, completes and submits required reports in a timely fashion.
4. Maintains and/or upgrades skills within area(s) of responsibility.
5. Follows county rules and regulations.
6. Performs duties efficiently and productively.
7. Maintains a high quality of work.
8. Displays behaviors that enhance the development of students.

**Classifications:**

Aide II: Personnel employed as an aide who have completed a training program approved by the state board of education, or who hold a high school diploma GED. Only personnel classified in at least an Aide II classification shall be employed as an exceptional education aide.

Aide III: Personnel employed as an aide who hold a high school diploma or GED and have completed a minimum of six semester hours of college credit through an institution of higher education **or** are employed as an exceptional education aide and have completed one year of experience as an exceptional education aide.

Aide IV: Personnel employed as an aide who hold a high school diploma GED and have completed a minimum of 18 semester hours of college credit through a regionally accredited institution of higher education **or** who have completed 15 semester hours of state board approved college credit through a regionally accredited institution of higher education and an in-service training program determined to be equivalent to three semester hours of college credit.

Paraprofessional: Personnel employed as an aide who, for pay purposes only, hold a Paraprofessional Certificate.