

# Posting

## Delavan-Darien School District Educational Support Personnel Position

**Posting Date:** July 19, 2021

**Job Title:** Aide/Special Education Program Aides

**Location:** District

**Number of Hours per Day:** 5 or 8 hours per day; 25 or 40 hours per week

**Starting Date:** September 2021

**Completed Application Materials due by:** Until filled

**Qualifications:** The Special Education Aide shall have or be able to obtain the appropriate licensure from the Wisconsin Department of Public Instruction (#883, Special Education Aide). The candidate shall have formal training and/or have relevant successful experience working with children with exceptional needs in an organized setting. Must be student focused and have an understanding of the developmental needs of disabled children. Must be able to work directly with teachers and provide instructional support to students in a variety of content areas including meeting personal care needs, feeding and transferring. Must be able to take direction, and possess excellent communication skills, record keeping, and computer skills. Must be able to pass a reading, math and writing test and become paraprofessional certified in our district. Preference will be given to candidates with a Bachelors Degree and candidates that are familiar with CPR, first aid and working with medically fragile individuals. Bilingual in Spanish is preferred. Job description attached.

**Submit your application materials using the WECAN system at the following web address:** <http://services.education.wisc.edu/wecan>. (Review of materials and/or interviews may begin upon receipt of COMPLETE application packets.)

*The Delavan-Darien School District does not discriminate in employment on the basis of race, color, age, national origin, religion, sex, or handicap.*

## JOB DESCRIPTION

<b>Position Title:</b> Special Education Aide	<b>Department:</b> Instructional Services
<b>Classification:</b> Support Staff	<b>FLSA:</b> Non-exempt
<b>Reports To:</b> Principal	<b>Adopted:</b> August 2020

### **Purpose of Classification**

The purpose of positions in this classification is to assist assigned teacher(s) with pupil academic support and supervision, and assist with supplemental educational lessons to students in need of special services.

### **Distinguishing Features of the Classification**

Positions in this classification perform academic support and pupil supervision in one-to-one or small group settings. Students under supervision may include cognitively, emotionally or learning disabled, and can range in ages from 4-21, depending on the assignment. Employees have direct contact with students. Incumbents work under close supervision of the assigned teacher and take general direction from the Building Principal. These positions are for the school year.

### **Essential Duties and Responsibilities**

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors students during assigned period within a variety of school environments and on-field trips. Enforces behavior codes, monitors child safety, administers first aid and follows the school's behavior response protocol in responding to student behaviors.
- Assists teacher(s) with academic support and supplemental educational lessons.
- Supports all IEP/504 goals/plans set by IEP/504 teams and may collect related behavioral and academic data.
- Facilitates student accommodations on assignments and tests.
- May assist students with mobility needs such as lifting and positioning students, lifting in and out of wheelchairs; loading and unloading on bus; transporting students in and around the school and on field trips.
- May work one-on-one with a special needs student (lifting, transferring, assisting to classrooms, care for personal needs, etc.)
- Assists with student testing and screenings. Student supervision before and after school.
- May assist with student's physical therapy, providing sensory stimulation,
- Provide basic first aid to students; distribute medications as needed; participate in appropriate training sessions, such as blood borne pathogens, medical skill training, CPR, first aid, etc.
- May work with students on daily living skills or job skills; analyze job site duties or support students out in the community.
- May provide personal care assistance for students such as personal hygiene, preparing and monitoring feeding tube, catheterization, diaper change and toileting and delegated nursing care.
- Performs a wide range of routine clerical tasks and classroom support, which may include, completing forms, maintaining and updating records, photocopying, etc. for teachers. Maintains classroom records.
- Provides classroom assistance to teachers. Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers. Assist students with assignments and monitor progress in completing assignments.
- Maintains current certification in Standard First Aid and C.P.R.
- Performs other duties within the scope of employment and classification as assigned.
- Attends in-service and other continuing education.
- Completes attendant care records for District reimbursement for Medicaid eligible services.
- Serves as a role model by demonstrating a positive attitude, timeliness, commitment to quality and strong work habits, and support for building/district programs.
- Maintains confidentiality of student and staff information.
- Helps to maintain a safe environment by following safety protocols and supervising students in a variety of school environments.

## **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Qualified educational assistants require an Associate's degree or ability to be certified as highly qualified, experience working with children, preferably with children with special needs, and a Wisconsin Department of Instruction 883 license. A valid Wisconsin motor vehicle operator's license may be required. Must pass a competency exam. Strong written and oral communications required along with knowledge of classroom management skills.

## **Education and/or Experience**

High School graduate, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

- Ability to prepare routine correspondence, memos, accident/incident reports, forms and announcements using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to communicate clearly and effectively, both orally and in writing with teachers, students, principals, delivery personnel, service/repair personnel, parents and community members.
- Ability to use technology to accomplish job responsibilities that may include basic knowledge of e-mail, word processing, and spreadsheet software.
- Ability to comprehend and interpret a variety of documents including student records, school forms, diagrams, lesson plans, schedules, test answer sheets, handbooks and guidelines and procedures.
- Works positively and collaboratively with all staff, students, parents/guardians and community members to meet the needs of students.
- Contributes to the development and maintenance of positive public relations between DDS and the community.
- Communicates effectively and respectfully with students, using language and tone appropriate to the student and situation.

### **Mathematical Ability**

- Ability to add, subtract, multiply and divide, and calculate percentage, fractions, and decimals.

### **Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

## **Physical Requirements**

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature variations or extremes, icy, snowy or slippery ground on the playground, noise and disease may cause discomfort and poses a limited risk of injury.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

The Delavan-Darien School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.