

TITLE: SPECIAL EDUCATION ONE-ON-ONE AIDE

QUALIFICATIONS:

1. High School Diploma; college-level coursework in education or related field*
2. Minimum experience as determined by the board
3. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
4. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

**In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math*

REPORTS TO: Certified classroom teacher, principal and supervisor of special services

JOB GOAL:

To assist the classroom teacher by working with an individual disabled student to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

PERFORMANCE RESPONSIBILITIES:

1. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving from room to room and using the lavatory/toileting. Assists students with physical handicapping conditions, such as assistive devices and/or prosthetics. Assistance may include lifting a student in and out of a wheelchair.
2. Assists with individualized instruction of a student under the supervision of the special education teacher to reinforce material initially introduced by the teacher. Alerts the teacher/consultant to any problem or special information about an individual student.
3. Assists, where appropriate, in loading and unloading the special education pupil from transportation buses or vans.
4. Assists pupil with various projects, crafts, and curriculum tasks.
5. Helps with the supervision of children on field trips planned by the teacher.
6. Assists in playground supervision.
7. Engages child in conversation to encourage language development.
8. Shadows and when appropriate aids physically disabled child, particularly for children who rely upon appliances and prosthetics.
9. Assists, under a teacher/consultant direction, in the collection and administration of behavior management systems.
10. Completes clerical duties as assigned by the special education classroom teacher. Assists in maintaining accurate and complete records to document a student's daily progress towards IEP goals and objectives
11. Maintains confidentiality of student records.

MENDHAM BOROUGH SCHOOL DISTRICT

SPECIAL EDUCATION ONE-ON-ONE AIDE (continued)

G-6

12. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Mendham Borough Board of Education

Date: February 24, 2015

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.A.C.</u> 6A:9-7	Paraprofessional approval
<u>N.J.A.C.</u> 6A:14-4.1(e)	General requirements
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations