

Casey-Westfield School District C-4 Job Description

JOB TITLE:	Aide, Special Education/One-on-One
DEPARTMENT:	Education
LOCATION:	School Building
REPORTS TO:	Building Principal
EVALUATION:	Evaluation will be conducted by the Classroom Teacher and Building Principal
EMPLOYMENT:	One hundred seventy-three (173) pupil attendance days, Opening institute day, plus eleven (11) holidays for a total of one hundred eighty-five (185) days. Hours determined by specific assignment.
VACATION:	None
APPROVED:	September 22, 2003

SUMMARY: Assists the teacher in general daily classroom activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Assists in small group pupil instruction; tutors pupils at teacher's request;
- Assists teacher in maintaining discipline and other functions.
- Assists with set up of classroom and prepares materials for specialized instructional units.
- Handles attendance reports and related clerical functions with the teacher.
- Assists in assembling/hanging materials on bulletin boards and keeping displays current.
- Operates standard school equipment such as laminator, copier, audiovisual, etc.
- May escort children to and from various rooms.
- Supervises students as assigned.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises students.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Two years of post-secondary study, Associates Degree, or pass Paraprofessional Test as defined by No Child Left Behind federal legislation.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to work with emotionally, physically and/or mentally impaired students. Ability to maintain composure under stressful condition. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear. The employee is frequently required to finger, handle, or feel objects, tools or controls and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and reach with hands and arms. The employee must regularly lift up to 40 pounds and individually push or pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The position is exposed to infection and injury at a greater risk than the average person. May be responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American 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 individuals currently holding this position and additional duties may be assigned.