

SPECIAL EDUCATION EDUCATIONAL AIDE

Job-Type: Full time **Fund:** 420
Reports to: Campus Principal and/or Special Education Teacher
Wage/Hour Status: Non-Exempt
Duty Days Assigned: 187 days

Job Goal:

Assist special education teacher with curriculum planning, supervision, and teaching of children to support their Individual Education Plans. Assists in presenting and reinforcing learning concepts. Work under the supervision of a certified special education teacher.

Qualifications:

Education/Certification:

- High School diploma or its recognized equivalent (required)

Experience:

- One year minimum of having worked with students in an educational setting
- Bilingual (preferred)

Skill Requirements:

- Ability to work well with children
- Work in a variety of settings, with multiple ages and grade levels
- Adapt with patience and flexibility to frequent changes in schedules and groups of students
- Collaborate professionally and communicate effectively with other staff
- Possess desire and compassion to work with all learning styles

Performance Responsibilities:

- Help supervise students throughout school day, inside and outside classroom.
- Keep teacher or team informed of special needs or problems of individual students.
- Participate in staff development training programs to improve job performance.
- Participate in faculty meeting and special events as assigned.
- Compile, maintain, and file all reports, records, and other documents as required.
- Assist with administration and scoring of objective testing instruments or work assignments.
- Help maintain neat and orderly classroom.
- Help with inventory, care, and maintenance of equipment.
- Aid substitute teachers.
- Conduct instructional exercises assigned by the teacher, work with individual students or small groups.
- Maintain records and document student progress on an individual basis.
- Plans, prepares, and develops various teaching aids for use in classroom, including activity sheets, drawings, and similar handouts.
- Maintain confidentiality.

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- Perform other duties assigned by supervisor.
- Demonstrate behavior that is professional, ethical, and responsible.

Physical Effort and Work Environment:

- Services are generally provided within a standard classroom environment.
- Some movement throughout the classroom is generally necessary to facilitate learning (e.g., standing, walking, stooping, bending, sitting, and/or kneeling).
- Light lifting of materials and other objects associated with a classroom environment is required (e.g., books, teaching aids, up to approximately 20 – 40 lbs.).
- Field trips as assigned.
- This position may involve rare exposure to blood or body fluids.
- Regular attendance is required for this position.

REQUIRED Monthly Time and Effort:

Educational Aides that are funded completely or partially with Special Education funds MUST complete a monthly certification of Time and Effort. This Time and Effort must be turned into the HR & Benefits Director.

Additional Information:

This job description is not an employment agreement or contract. Priority Charter Schools has the exclusive right to alter this job description at any time without notice.

In accordance with applicable laws and Priority Charter Schools policies, no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration).

All new employees must present proof of identity and eligibility to work in the United States.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required for this position.