

## ROBBINSVILLE PUBLIC SCHOOLS JOB DESCRIPTION

**Job Title:** Special Education One on One Aide  
**Department:** Special Services  
**Reports To:** Principal and/or Director of Special Services

**SUMMARY:** To assist the special education teacher in the instruction of special education students and/or to support those students during mainstream and non-instructional periods when appropriate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assist in the special education program during instructional non-instructional periods.
- Work individually with student(s) to reinforce and reiterate new concepts.
- Assist in the preparation of and the correction of various activities planned by the special education teacher.
- Assist with the implementation of behavior management systems when appropriate.
- Provide supportive instruction and directions on a one-to-one or small group basis as directed by the special education teacher.
- Supervise individual students and provide direction during cycles as needed.
- Help individual students who are working at adjusted levels in all disciplines as directed by the special education teacher.
- Support the classroom activities through clerical duties when appropriate.
- Performs all other duties that may be requested including daily living activities. This requires attending to the student's physical needs, e.g. toileting, assistance with dressing, eating, etc.

**QUALIFICATIONS:** High School Diploma or its equivalency; Associates Degree preferred.

**EVALUATION:** Performance in this position will be evaluated annually in accordance with the board's policy on supervision and evaluation of non-certificated personnel by the Assistant Superintendent.

**TERMS OF EMPLOYMENT:** Ten month contract, with salary per Teacher Guide.