

WADSWORTH CITY SCHOOLS

SPECIAL EDUCATION AIDE

JOB DESCRIPTION

Title: Special Education Aide

Reports To: Building Administrator, his/her designee, Director of Facilities, Director of Student Services, Superintendent and/or the Superintendent Designee

Employment Status: Full Time or Part Time

W.E.S.P.A. Status: Non-Exempt

General Description:

Work with teachers and/or the building principal in support of classroom instruction for students with disabilities and/or general school operational procedures. Duties include, but are not limited to, supervision and/or direction of individual/groups of children, monitoring children (in the building, on playgrounds, and bus areas), assist students with instruction, stand-in for other personnel in the Aide classification series for short periods of time to allow for breaks and lunch. Additionally, work with principal and other school personal as to the general operations of the school and in promoting positive public relations. Promote safety practices and procedures consistent with OSHA, PERRA, ORC and OAC.

Qualifications:

1. High school graduate or equivalent.
2. Two years of child care or aide certification preferred.
3. Ability to obtain an Educational Aide Permit through the Ohio Department of Education and keep current.
4. Demonstrate working knowledge of computers.
5. Good organization skills.
6. Ability to work cooperatively with other personnel.
7. Ability to follow directions.
8. Ability to perform clerical skills including, but not limited to filing, copying and record keeping.
9. Must enjoy working with school age children with disabilities.
10. A working knowledge of copiers, faxes, and other devices commonly used in public schools.
11. Ability to maintain confidentiality.
12. Must have patience and be cheerful.
13. Ability to successfully complete CPR/First Aid training.
14. Ability to perform items as listed in the essential duties.
15. Ability to communicate clearly and articulately.
16. Successful validation of qualifications as determined by interview.
17. Other relevant criteria as determined by the Board of Education, Superintendent and/or designee may find appropriate are acceptable.

Required Knowledge, Skills and Abilities:

Strive to remain current with knowledge, skills, and abilities as related to position. General working knowledge of computers, good organizational skills, good communications skills, good people skills, able to develop a good interpersonal relations skills, able to relate to children, must be patient, cheerful and have good listening skills.

Essential Duties:

Essential functions vary greatly from building to building and from assignment to assignment within any given building. Therefore, the essential functions listed below are not all inclusive. They are in fact, intended only to provide a general flavor of the types of duties associated with the special education aide classification. They are simply a sampling of the types of duties assigned to classroom/playground aides.

1. Follow duty schedules as prescribed by the building administrator/immediate supervisor.
2. Work cooperatively with teachers/principals to carry out classroom/other duties as prescribed by the classroom teacher and/or principal.
3. Assist with classroom/school operational procedures (attendance, lunch counts, equipment operation, inventory etc.).
4. Assist with students, including personal hygiene when necessary.
5. Work with small groups of students in instructional settings.
6. Assist with the collection of data on student performance on academic, functional, and social goals.
7. Operate educational technology and equipment.
8. Supervise students in the cafeteria and playground as assigned.
9. Supervise students (small or large group) in classroom/cafeteria/playground setting.
10. Assists on class field trips.
11. Supervise students in a variety of settings (classroom, playground, cafeteria, on field trips and at other times, and for other activities as assigned.
12. Prepare and maintain requested/required records, reports, and other documents.
13. Assist in lifting, carrying and moving students when necessary.
14. Able to lift 50 pounds
15. Make copies, operate fax machines, telephones, laminators, and other equipment typically found in the public school setting to accomplish assigned tasking.
16. Maintain good attendance.
17. Maintain confidentiality.
18. Report areas of concern regarding discipline in the classroom, playgrounds, buildings, and/or on school property.
19. Report safety concerns to the immediate supervisor/building principal.
20. Communicate with teachers/parents/community in a manner that fosters positive relationships for the school system. Discretion is critical in terms of communication with parents concerning children. Most communication of this nature should be through the classroom teacher and/or supervisor.
21. Aides assigned to Special Education classroom must be able to attend Restraint Training per ORC.

Other Duties:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties as assigned related to Classroom/Playground Aide's position.
4. Promote safety practices and procedures consistent with OSHA, PERRA, ORC and OAC.

Equipment Operated:

Operate as directed all equipment related to position that may include but not limited to:

1. Client devices
2. Multi-function telephone
3. Copier
4. Fax
5. Laminator
6. TV/VCR
7. Recorder
8. Overhead projector
9. Movie projector
10. PA system

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.
3. Occasional work out doors.

Terms of Employment:

The Wadsworth Board of Education in accordance with the Master Contract determines salary, work year, and terms and conditions of employment. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

Evaluation:

The Administration/Supervisors in accordance with the provisions of the Wadsworth Board of Education and the Master Contract will evaluate performance of this position.

Note: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Title: **Special Education Aide**

Revision Date: July 13, 2015