

Carroll Independent School District Job Description

**JOB TITLE: Aide, Special Education
(Content Mastery, Resource)**

Pay Grade: 0P1

Supervisor: Principal or Designee

Employment Days: 183

Department: Campus-Based Department

Wage/Hour Status: Non-exempt

JOB SUMMARY:

This position will be committed to building on a Dragon tradition of excellence by fostering a safe, caring and creative learning environment that inspires students to realize their full potential as they positively impact the world around them. This position will assist the teacher in providing a class environment in which students can take full advantage of the instructional program and available resource materials. May require work with students with physical and/or behavioral disabilities.

QUALIFICATIONS:

Educational Certification

- Educational Aide Certification; may be obtained after hired
- Completed at least two years of study at an institution of higher education preferred

Special Knowledge and Skills

- Effective interpersonal skills
- Excellent oral and written communication skills
- High School Diploma or equivalent.
- Excellent word processing skills.
- Proficient in basic office procedures.
- Ability to operate office equipment.
- Previous office experience preferred.

Experience

- Two years of experience working with children
- Must be at least 21 years old

MAJOR RESPONSIBILITIES:

- Prepare for classroom activities as directed by the classroom teacher.
- Work with small groups of students to reinforce material initially introduced by the teacher.
- Assist individual children formally identified in need of special education
- Perform clerical duties as assigned.
- Assist in managing the behavior of students and crisis intervention including restraining disruptive or dangerous physical behavior as needed.
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative and emotional needs.
- Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, and playground.

- Keep the teacher informed of any special needs or problems of individual students.
- Assist the teacher in preparing instructional materials and classroom displays.
- Assist in maintaining a neat and orderly classroom.
- Assist in inventory, care, and maintenance of equipment.
- Assist the teacher in keeping administrative records and preparing required reports.
- Participate in staff development training programs, faculty meetings, and special events, as needed.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Guide independent study, enrichment work, and remedial work set up by the teacher
- Provide assistance to the substitute teacher assigned in the absence of the regular teacher.
- Perform other duties as assigned.

EQUIPMENT USED:

Personal computer, telecommunication, and other equipment such as LCD panel projections, overhead projectors, slide projectors, VCR, tape recorders, calculators, fax machines and copiers.

MENTAL DEMANDS:

This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

This position will require majority of the time walking; standing; bending and lifting; carrying up to 25 lbs without assistance; more than 25 lbs with assistance; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY : _____ DATE: _____
(Director of Personnel Services)

APPROVED BY: _____ DATE: _____
(Assistant Superintendent for Administrative Services)

Date Created: 7/2003	Date(s) Revised: 9/2015
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