

POSITION DESCRIPTION

TITLE: Special Education Aide

DATE: 17 February 2000

DEPARTMENT: Hannahville Indian School

DATE REVISED: 8-17-01

DIVISION: Special Education

POSITION SUMMARY: Provide individualized support to students in the school setting.

SUPERVISION RECEIVED: Special Education Teacher(s) and Special Education Coordinator

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ability to maintain confidentiality.

Ability to work well with all children as assigned in group and/or one-on-one settings.

Ability to communicate effectively utilizing pro-active strategies verbally and in writing.

Ability to carry out assigned tasks to their completion. Supportive of individual student goals.

Communicate regularly with Special Education & regular education teacher(s) as appropriate.

PERIPHERAL DUTIES: Other related duties as assigned by the Special Education teacher(s) and Special Education Coordinator or his/her designee(s)..

REQUIRED QUALIFICATIONS:

Education: Associates Degree.

Experience: Prior experience working with disabled students in a classroom setting.

Skills: Proficient in math and reading. Record keeping of student achievement and progress as assigned by supervisor. Experience and training in required related service protocols and daily service needs.

TOOLS AND EQUIPMENT USED: Student assistive technology devices and aids, computer, telephone, fax and copy machines.

PHYSICAL DEMANDS: Physically and mentally capable to carry out the essential functions of this job. Physical ability and stamina to keep up with students.

WORK ENVIRONMENT: Work is performed in the classroom and in the school building. The noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

SELECTION GUIDELINES: Completed employment application and resume, rating of

education and experience; oral interview and reference check; job related tests may be required.

The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature _____
(Employee)

Date _____

Signature _____
(Supervisor)

Date _____

Signature _____
(Director)

Date _____