

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD, NJ

SPECIAL EDUCATION AIDE
SUPPORT
NON-CERTIFICATED STAFF

SPECIAL EDUCATION AIDE

Qualifications of Job:

- High School diploma, college level coursework in education or related field.
- Minimum experience as determined by the Board
- Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents, and school staff.
- Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices.
- Required criminal history check and proof of U.S. citizenship or resident alien status

Reports to: Certified classroom teacher, Director of Special Services/Principal

Job Goal:

To assist the classroom teacher by working with individual and small groups of disabled students to provide them with physical help and emotional support, as needed and to gain optimum benefit from the district's special education program.

Performance Responsibilities:

Work under the direction of the supervisor of special education, principal, teacher or other certificated professional personnel to whom she/he is assigned.

Helps to implement individual education plan.

Observes and records students' behaviors

Participates in district Training

Helps prepare classroom materials and assists in the development of activities

Conducts activities with individuals and small groups.

Assists in duties related to assigned area of special education.

Assists with classroom management

Assists with clerical work, class displays, bulletin boards, special events, and field trips.

Alerts the teacher to special needs of individual students.

Maintains confidentiality with regard to students' performance and records.

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Assists the teacher with non-instructional classroom duties of taking care of physical needs of the special education pupil, such as putting on and taking off outerwear, moving from room to room, snack, wash-up, and using the lavatory.

Assists, where appropriate in loading and unloading the special education pupil from transportation buses or vans.

Performs other appropriate duties as assigned by the special education teacher, supervisor of special services, or building principal directly related to a good learning experience for special education pupils.

Terms of Employment: Salary and work year to be determined by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified staff.

Reference NJSA 18A:6-7.1, 16-1, 2
NJAC: 6:3-4A.4, 9-7, 14-4.1(e)

Adopted: October 21, 2008
Re-adopted January 10, 2013
Revised: May 16, 2017