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| TITLE. | Special Education Aide |
| QUALIFICATIONS: | l. High School Diploma or G.E.D. and passed state test, or has a minimum of two (2) years of college. NCLB requirement.1. Willingness and ability to work with lower functioning students.
2. Must be of high moral character, courteous, and dependable.
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| REPORTS TO. | Principal, Supervising Teacher |
| JOB GOAL: | To assist the teacher achieve teaching objectives by working with individual students or small groups to help them achieve skill levels commensurate with their abilities. |

PERFORMANCE RESPONSIBILITIES.

l . Scores and records such achievement and diagnostic tests as the teacher recommends for individual students.

1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on systematic understanding of individual students, their needs, interests, and abilities.
3. Guides independent study and remedial work set up and assigned by the teacher.
4. Checks notebooks, corrects papers, and supervises testing and makeup work, as assigned by the teacher.
5. Assists with such large group activities as drill work, reading aloud, and story telling.
6. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
7. Alerts the regular teacher to any problem or special information about an individual student.
8. Maintains the same high level of ethical behavior and confidentiality of information about students as it is expected of fully licensed teachers
9. Participates in in-service training programs, as assigned.

I I. Provide IEP service for students with IQs below 40 under the supervision of and S.E. teacher.

1. Feed students or supervise meal time.
2. Acquires appropriate CDL; must pass written test within 30 calendar days and the driving test within 60 calendar days. (CDC, ELP, and B.E.S.T. aides only).
3. Provide physical contact as necessary to move the non-ambulatory and to restrain aggressive, hostile, physically threatening behaviors.
4. Provide custodial care involving contact with urine, feces and blood.
5. Assists with other duties as directed.

TERMS OF EMPLOYMENT: Nine-month year. Wages and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved by:Date:



Reviewed and agreed to by Date:

(Employee)