

Special Education Aide - Vacancy ID: 50346

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Vacancy Details

Position Type: Assistant/Aide**School/Building:** Atwater Elementary**Openings:** 1

Contact

Name: Arthur Anderson**Title:** Director of Special Education and Pupil Services**Email:** aanderson@shorewood.k12.wi.us**Phone:** 414-961-2884**Website:** <http://shorewoodschoools.org>

Position Details

Start Date: 01/28/2019**Salary/Wage:** \$14.42/Hour**Terms/Schedule:** Monday - Friday, 11:300 am - 3:30 pm**Appointment Type:** Part Time

Description

Shorewood School District has one vacancy for a Special Education Aide at Atwater Elementary. A Special Education Aide provides general classroom support to special education teachers and assists in the implementation of the Individual Education Plans (IEP) of students with disabilities which can include emotional and behavioral disorders, learning disabilities, developmental delays, social disorders, communication impediments, and physical handicaps.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Work with individual students with special needs or small groups to conduct and reinforce teacher-directed activities
- Provide academic support and curriculum modifications as determined by student(s)' IEP
- Assist in the implementation of the student(s)' IEP
- Supervise and assist students with special needs on school grounds, including hallway, classroom, playground and cafeteria
- Provide children with special needs community-based instruction and vocational work experience as determined by special education teachers
- Assist in operation and maintenance of assistive devices and adaptive equipment as needed
- Assist students with toileting, dressing, feeding, personal hygiene, lifting and positioning as needed
- Assist in behavioral management programs and provide appropriate discipline in accordance with school policy and procedures
- Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues
- Assume additional responsibilities as they are directed by the Director of Special Education & Pupil Services and/or Building Principal
- All other duties that may be assigned, in a manner that will meet the standards established by the Superintendent and/or the District.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Job description available upon request.

Qualifications

KEY SKILLS AND ABILITIES:

- Demonstrate competency in academic subject areas to assist students with instructional tasks
- Communicate effectively and in a timely manner through oral, written, and technological means
- Ability to work positively, effectively, and ethically with students, parents, and District personnel
- Ability to perform duties with awareness of all District requirements as well as Board and District policies and guidelines
- Ability to assume responsibility, display initiative, and exercise good judgment
- Demonstrate willingness and ability to learn new skills in order to enhance job performance and value to the position, Special Education Department and the District

Desired Minimum Qualifications (Experience, Education, Certificates, Licenses and Training):

- High school diploma or equivalent
- *Special Education Program Aide License issued by the Wisconsin Department of Public Instruction (DPI)
- CPR/First Aid Certification
- *CPI Training
- Experience working with children/youth in structured activities
- Experience working with students with special needs desirable but not required
- Good communication skills
- Knowledge of fundamental computer skills and programs
- Ability to lift or move up to 25 pounds

* The District will gladly provide assistance in attaining certification

Candidate Requirements

Years of Experience: 0

Degree:

Additional Requirements:

- Resume
- Cover Letter
- Letters of Recommendation
- Standard Questions