



SPECIAL PROGRAM AIDE

DEFINITION:

Under the supervision of certificated personnel, assists in the instruction of students with special needs (i.e. special education, remedial reading, math, etc) performing a variety of supportive duties;

PERSONAL CHARACTERISTICS:

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

EXAMPLES OF DUTIES:

- Assists the teacher in supervising, motivating discipline, and instructing students.
- Assists the teacher in instructional tasks by working with the individual child and smaller groups of children;
- Works with specialized instructional materials after inservice training is given by appropriate certificated staff;
- Performs assigned clerical duties related to the operation of the classroom and/or a setting;
- Assists in the preparation of teaching materials and learning activities;
- Correct and grade tests and records results;
- Assists in keeping attendance;
- Complete documents required for classroom/lab activities;
- Assists in maintaining a neat, orderly and attractive learning environment;
- Supervises, activities of children and maintains order;
- Assists with parent contacts by telephone or in person;
- Operates various office machines (typewriter, mimeograph machine, copy machine, etc);
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- General academic and behavior needs of students in special instructional programs.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Perform routine clerical tasks;
- Understand and carry out oral and written directions;
- Participate in inservice education, conferences or formal classes related to assignment;
- Show initiative when working with children or using materials;
- Demonstrate basic reading, language and math proficiency on a test selected by the district;
- Type accurately from clear copy at least 30 wpm;
- Maintain cooperative, effective relationships with those contacted in the course of work.

EXPERIENCE:

One (1) year of successful experience involving contact with children in an instructional capacity in a school preferred.

EDUCATION:

Equivalent to completion of the twelfth grade.

WORKING CONDITIONS:

Environment: Classroom environment and some playground activities.

Physical Abilities: Hearing, speaking and seeing to communicate or observe students. Ability to reach over shoulders, above head, stoop and bend to participate in activities with students.

LENGTH OF SERVICE:

Ten (10) month position

HOURS: Varies

SALARY: Range 10: \$12.81 – 18.17 per hour

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.