



"Learning, Leading, Innovating"

NON-INSTRUCTIONAL AIDE

DEFINITION:

Under the supervision of certificated personnel, assists in the self-care, safety, and mobility of students with special needs and/or limited movement capacity (e.g: wheelchair dependent) performing a variety of supportive duties.

EXAMPLES OF DUTIES:

- Assist with toileting and self-care of identified special needs students.
- Assists student with mobility and access to materials.
- Assists the teacher in supervising students.
- Performs assigned clerical duties related to the operation of the classroom and/or a setting;
- Assists in maintaining a neat, orderly and attractive learning environment;
- Assists with parent contacts by telephone or in person;
- Assists teachers, provide safety in the classroom, and implement the IEP;
- Monitors student activities, student behavior, and changes in student behavior providing feedback to parents/teachers, and maintains a safe and positive learning environment;
- Maintains records and files to document required and pertinent information;
- Participates in daily activities, parent conferences, training sessions, special activities to assist in the implementation and evaluation of student IEP objectives;
- Disposes of waste contaminated materials, food and toys to maintain the hygiene and health of students and staff; E
- Performs other related duties as assigned

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.

QUALIFICATIONS:

Knowledge of:

- 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;
- Maintain cooperative, effective relationships with those contacted in the course of work;
- Maintain confidentiality of student records;
- Meet schedules and deadlines;
- Manually lift safely and effectively;

EXPERIENCE:

- Prior job-related experiences, paid or voluntary, with school-age children;
- Experience working with developmentally delayed or physically handicapped children 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; Lift student when necessary

LENGTH OF SERVICE:

10 month position

HOURS:

SALARY:

Range 8

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.