

JOB DESCRIPTION

TITLE: SPECIAL EDUCATION AIDE (1 to 1 Individual Student Support)

PRIMARY FUNCTION:

Assist teachers in providing for the individual needs of students with disabilities in order for each student to achieve his/her maximum academic and social potential.

DESIRED QUALIFICATIONS:

1. Hold a high school diploma or equivalent.
2. Demonstrate basic reading, writing and computation skills.
3. Experience working with persons with disabilities, including those with physical disabilities.
4. Display an interest and ability in working with children with disabilities.
5. Certificate in CPR and first aid.
6. Ability to lift at least 40 pounds.

REPORTS TO:

Special Education Teacher to Whom Assigned
Principal

PERFORMANCE RESPONSIBILITIES:

1. Comply with assignments and extra-curricular duties outlined by the teacher.
2. Assist the teacher in the adjustment of classroom materials.
3. Assist the teacher in providing for the individual needs, abilities, and interests of the students, along with individual academic reinforcement.

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4. Provide appropriate attendant health care to students who need such assistance.
5. Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and meeting IEP goals.
6. Administers tests, homework, make-up work, etc. for the purpose of supporting student needs in the classroom.
7. Assists students (e.g. diapering, lifting, transitioning from desk to wheelchair etc.) for the purpose of attending to the student's personal hygiene and care needs.
8. Escorts student (e.g. bathroom, classroom, community etc.) for the purpose of ensuring an efficient and safe arrival to and/ or from a destination.
9. Implements, under the supervision of assigned teacher, research-based interventions for the purpose of presenting and/ or reinforcing learning concepts.
10. Maintains instructional materials and/ or manual and electronic files/records for the purpose of ensuring availability of items; providing written reference; and/ or meeting mandated requirements.
11. Monitors student's daily schedule and behavior plan for the purpose of maintaining a safe and positive learning environment.
12. Provides, under the supervision of assigned teacher, instruction to the student in a variety of individual and group activities for the purpose of reinforcing instructional objectives; implementing IEP plans; and ensuring the student's access to his/her least restrictive environment.

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13. Supervises individual and/or groups of students in a variety of settings (e.g. community field trips, hallways, bus loading areas, cafeteria, parking lots, classrooms, etc.) for the purpose of providing a safe and positive learning environment.
14. Supervises and escorts the student during any and all emergency drills or during actual emergencies for the purpose of providing a safe learning environment.
15. Attends problem solving/IEP meeting (when requested) and provides input as to the student's progress for the purpose of maintaining a whole student approach to his/her education.
16. Collects data on the student's IEP goals, under the supervision of assigned teacher, for the purpose of maintaining accurate records and engaging in data-based decision making.
17. Perform any other specific and reasonable duties as shall be requested by appropriate supervisors.

TERMS OF EMPLOYMENT:

As per statement of employment for non-certificated personnel. Employment based on needs of the classroom and school system as evaluated annually or as necessary.

EVALUATION:

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

Adopted: by the Bristol Virginia School Board on October 3, 2005.

Revised: by the Superintendent of Schools on November 30, 2020.

Revised: by the Superintendent of Schools on August 17, 2022.