

New Albany-Floyd County Consolidated School District Special Education Aide (140)

JOB POSTING

Job Details

| | |
|--------------------|--|
| <i>Title</i> | Special Education Aide |
| <i>Posting ID</i> | 140 |
| <i>Description</i> | Classification: Instructional Support Level 2 |
| | Pay Grade: 6 |
| | Pay Range: \$12.71-\$13.81 |
| | Reports to: Principal |

Summary: Assist teaching staff by aiding students with academic learning, self help and personal hygiene tasks by performing the following duties.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or general education degree (GED) and six months related experience and/or training; or equivalent combination of education and experience.
- **Computer Skills:** Ability to effectively utilize internet searches; use common internet systems; email.

Responsibilities:

- Assist students, individually or in small groups, with lesson assignments to reinforce learning concepts.
- Establish and maintain effective relationships with teachers, staff and students.
- Discuss assigned teaching area with classroom teacher to coordinate instructional efforts.
- Keep students focused on tasks and reports any problems or concerns to the teacher of record.
- Work with assistant teachers in utilizing academic materials to meet individual student needs.
- Monitor students to/from non-academic activities or out-of classroom instruction (lunch, P.E. art)
- Assist students with and/or perform personal hygiene tasks (dressing, feeding, toilet, diapers)
- Assist in the collection and organization of instructional materials.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.
- Other related duties as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

| | |
|---------------------|--------------------------------|
| <i>Shift Type</i> | Part-Time |
| <i>Salary Range</i> | Per Hour |
| <i>Location</i> | Green Valley Elementary |

Applications Accepted

| | |
|-------------------|-------------------|
| <i>Start Date</i> | 01/08/2021 |
|-------------------|-------------------|