

# New Albany-Floyd County Consolidated School District Special Education Aide (184)

## JOB POSTING

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### Job Details

<i>Posting ID</i>	<b>184</b>
<i>Title</i>	<b>Special Education Aide</b>
<i>Description</i>	<p><b>TITLE:</b> Special Education Aide</p> <p><b>CLASSIFICATION:</b> Instructional Support Staff</p> <p><b>PAY GRADE 6:</b> \$12.71 - \$13.81 hourly <i>(based on education and experience)</i></p> <p><b>REPORTS TO:</b> Building Principal</p>

**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:**

- Assists students, individually or in small groups, with lesson assignments to reinforce learning concepts.
- Establishes and maintains effective relationships with teachers, staff and students.
- Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.
- Keeps students focused on tasks and reports any problems or concerns to the teacher of record.
- Works with assistant teachers in utilizing academic materials to meet individual student needs.
- Monitors students to/from non-academic activities or out-of classroom instruction (lunch, P.E. art).
- Assists students with and/or performs personal hygiene tasks (dressing, feeding, toilet, diapers).
- Assists in the collection and organization of instructional materials.
- Performs other related duties as assigned by the Principal and/or other designee.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the corporation.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

<i>Shift Type</i>	<b>Part-Time</b>	<i>Salary Range</i>	
<i>Salary Code</i>	<b>Per Hour</b>	<i>Job Category</i>	<b>Classified</b>
<i>External Job Application</i>	<b>Classified</b>	<i>Internal Job Application</i>	<b>Internal</b>
<i>Location</i>	<b>Slate Run Elementary</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>	<b>ParaPro College Credit</b>		

### Job Application Timeframes

<i>Internal Start Date</i>	<b>02/23/2021</b>	<i>General Start Date</i>	<b>02/23/2021</b>
<i>Internal End Date</i>		<i>General End Date</i>	

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

<i>Automatically Send Reference Check</i>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Classified Survey</b>
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