

# New Albany-Floyd County Consolidated School District Special Education Aide (313)

## JOB POSTING

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### Job Details

<i>Title</i>	<b>Special Education Aide</b>
<i>Posting ID</i>	<b>313</b>
<i>Description</i>	<b>TITLE:</b> Special Education Aide <b>CLASSIFICATION:</b> Instructional Support Staff <b>PAY GRADE 6:</b> \$12.71 - \$13.81 hourly <i>(based on education and experience)</i> <b>REPORTS TO:</b> Building Principal

**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:** Associates Degree, (48) college credit hours or successful completion of ParaPro Assessment Test
- **Computer Skills:** Ability to effectively utilize internet searches; use common internet systems; email.
- **Other:** While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds.

#### **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.

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

<i>Shift Type</i>	<b>Part-Time</b>
<i>Salary Range</i>	<b>Per Hour</b>
<i>Location</i>	<b>Georgetown Elementary</b>

### Applications Accepted

<i>Start Date</i>	<b>05/06/2021</b>
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