

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: SPECIAL EDUCATION AIDE

QUALIFICATIONS:

1. High school diploma; college-level coursework in education or related field.
2. Minimum experience as determined by the Board of Education.
3. Knowledge of child growth and development and appropriate classroom practices.
4. Good oral and written communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Supervisor of Special Services/Social Worker

JOB GOAL: To promote the achievement of student educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

Specific Duties and Responsibilities:

1. Provide supplementary support to a student or students with disabilities when the Individual Education Program (IEP) Team has determined that the student requires assistance in areas including, but not limited to:
 - Prompting, cuing and redirecting student participation;
 - Reinforcing of personal, social, behavioral, and academic learning goals;
 - Organizing and managing materials and activities; and
 - Implementation of teacher-designed follow-up and practice activities.
2. Adhere to a prescribed program as per the Child Study Team directive and/or input.
3. Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
4. Adapt classroom activities, assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for all special education students to participate in classroom activities.
5. Administer first aid and medical assistance as required for the purpose of providing appropriate care for injured children.
6. Administer tests, homework, make-up work, etc. for the purpose of assisting teacher in evaluating students' progress and/or recognizing the individual needs of each student.

7. Assist students requiring support in addressing personal care needs as needed and/or assigned for the purpose of enabling students to successfully integrate into the school environment.
8. Attend meetings and in-service presentations (i.e., first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
9. Confer with teacher/s (special education and/or mainstream teacher) on a regular basis for the purpose of assisting in evaluating special education student progress and/or implementing Individual Education Program (IEP) objectives.
10. Implement behavioral plans designed by the Child Study Team for students with behavior disorders or other conditions for the purpose of assisting in meeting special education students' needs and providing a consistent environment.
11. Assist with the instruction of students in a variety of activities in individual and group settings (i.e., academic subjects, community settings, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives. Implement plans for remediation of students deficiencies in accordance with students individual educational program goals and ensuring students success in school.
12. Maintain instructional materials, student files, confidential records, etc. (i.e., adapting instructional materials, checking papers, attendance, set up adapted projects, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
13. Monitor students during assigned periods within a variety of school environments (i.e., rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, trips, PE, special events, etc.) for the purpose of providing a safe and positive learning environment.
14. Prepare written materials for the purpose of documenting activities, providing written reference, and/or conveying information.
15. Complete mandatory staff trainings in a timely fashion.
16. Adhere to district confidentiality agreement.
17. Perform other duties assigned by the Superintendent of Schools or designee, or required by law, code, regulation, and/or Board policy.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertified staff.

REVISED:

May 15, 2012

APPROVED:

9/7/2010