

Policy GFABH: Job Description: Teacher Aide Special Education

Status: DRAFT

Original Adopted Date: 09/07/1995 | Last Revised Date: 08/12/2024 | Last Reviewed Date: 08/12/2024

TEACHER AIDE SPECIAL EDUCATION

QUALIFICATIONS

Pre-Kindergarten

- Early Childhood Associate Degree

OR

- Associate Degree OR 60 College Credit Hours AND 12 Early Childhood College Credit Hours* OR Completion of an Early Childhood Training Program**

OR

- High School Diploma/GED AND Verification of WorkKeys® Scores*** AND 12 Early Childhood College Credit Hours OR Completion of an Early Childhood Training Program**

1. Possess a general understanding of the District Special Educational Program
2. Ability to lift a minimum of 25 pounds

*These hours can be included in the Associate Degree or 60 College Credit Hours

**Completion of an Early Childhood Training Program includes the Child Development

Associate (CDA), National/State Director's Credential Montessori Credential, and the

MDE's intensive specialized Early Childhood Training Program.

~~***WorkKeys® requirements: Reading for Information score of 4, Applied Mathematics score~~

~~of 4, and a Writing or Business Writing score of 3.~~

***After 2017, WorkKeys® requirements: Silver certificate consisting of a minimum score of 4 on ACT WorkKeys, Applied Math, Graphic Literacy, and Workplace Document Assessments.

Kindergarten – 12th grade

1. Associate Degree or higher OR
2. Two years or 48 College Credit Hours (transcript verification required) OR
3. High School Diploma/GED AND Verification of WorkKeys® Scores*
4. Possess a general understanding of the District Special Educational Program
5. Ability to lift a minimum of 25 pounds

~~*WorkKeys® requirements: Reading for Information score of 4, Applied Mathematics score~~

~~of 4, and a Writing or Business Writing score of 3.~~

*After 2017, WorkKeys® requirements: Silver certificate consisting of a minimum score of 4 on ACT WorkKeys, Applied Math, Graphic Literacy, and Workplace Document Assessments.

REPORTS TO:

Building Principal

DUTIES:

1. Works under the guidance of certified teachers.
2. Assists in supervising students through the day's activities.
3. Is supervised in creating individualized learning materials and modifying existing curriculum for access to general education.
4. Implements motor/mobility plans given by an Occupational Therapist and Physical Therapist while under the supervision of a certified teacher.
5. Assists group at lunch/recess and assists with specified accommodations.
6. Performs routine clerical duties such as: duplication of learning materials, bulletin boards, inventories, filing, etc.
7. Assists with personal care (example: toileting, feeding, etc.).
8. Supervises students for a limited amount of time during classroom hours.
9. Follows specified lesson plans assigned each day for daily activities from the certified teacher.
10. Attends professional development offered by the Special Education Department.
11. Serves as a member of the IEP team for students served.
12. Performs such other duties as may be assigned by the Principal and/or the Director of Special Education.

TERMS OF EMPLOYMENT:

180 days, salary as established by the Board of Education.

EVALUATION:

Performance in this position should be evaluated regularly by the Principal and/or Director of Special Education in accordance with provisions established by the board of Education.

AREAS EVALUATED INCLUDE BUT ARE NOT LIMITED TO:

1. Reinforces skills taught by a speech therapist, and/or a certified general/special education teacher as well as Positive Behavior Support.
 2. Assists students with organizational skills, homework, and assessments.
 3. Monitors and provides assistance during seatwork activities.
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