



# Special Education Aide Job Announcement

<b>Location:</b>	Yav Pem Suab Academy		
<b>Position Type:</b>	Classified-Non-Exempt	<b>Job #:</b>	2952023-2101-04
<b>Assignment Type:</b>	Full Time, 8 hours per day	<b>Position(s) Available:</b>	2
<b>Pay Rate:</b>	\$16.34-\$21.18 per hour, DOE	<b>Date Posted:</b>	11/17/2022
<b>Website:</b>	www.urbancsc.org	<b>Date Expires:</b>	Open Until Filled

## BASIC FUNCTION

Under the direction of the assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials and provide routine clerical support as assigned.

## DUTIES AND RESPONSIBILITIES *(May include, but are not limited to the following)*

- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher.
- Monitor and oversee student drills, practices remedial exercises and assignments in various subjects.
- Provide individual assistance to students as directed; explain errors and answer questions; assist students with a variety of instructional games and activities.
- Confer with teachers concerning programs and materials to meet individual student needs; utilize appropriate methods of instruction to achieve goals and objectives for students.
- Assist with monitoring behavior of students in the classroom and during outdoor activities including emergency drills according to approved procedures.
- Report progress regarding student performance and behavior as required.
- Systematically record and graph data specific to assigned students regarding overall instructional progress, achievement of IEP goals, behavioral incidents, baseline behavior and other information as required with the guidance of the assigned supervisor.
- Complete daily logs and submit accurate and complete logs on time to parent and RSP Teacher as required.
- Communicate measurable learning objectives and guide assigned students toward mastery of goals.
- Communicate with parents through a variety of platforms (in-person, phone call, emailing, classdojo) regarding scholar performance and behavior as required.
- Assist in the preparation of a variety of instructional materials, lessons, and learning aids; rephrase or enlarge materials, and explain instructions and words; review assignments to evaluate student comprehension of concepts presented; maintain records of achievement.
- Organize materials to assist student learning.
- Administer, proctor, and score tests; chart student progress and record grades as directed; maintain student records and files including confidential student records information.
- Understand the goals and objectives outlined in the assigned student's Individual Education Plan (IEP).
- Implement interventions as prescribed in the treatment plan.
- Complete incident and/or accident reports within specified time requirements, as needed.
- Maintain MobyMax activities for RSP scholars at the direction of Ed Specialist/RSP Teacher.
- Operate a variety of classroom and office equipment including a computer and copy machine.
- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.
- Participate in staff meetings, in-service training programs, home visits, and parent conferences as assigned; perform moderate to heavy lifting of students.
- Keep student information confidential at all times.

- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Perform related duties as assigned.

## **QUALIFICATIONS**

Knowledge of:

1. Basic subjects taught in schools, including mathematics, grammar, spelling, language and reading.
2. Basic child guidance principles and practices, especially as they relate to special education students.
3. Problems and concerns of students with special needs.
4. Safe practices in classroom and playground activities.
5. Correct English usage, grammar, spelling, handwriting, punctuation and vocabulary.
6. Classroom procedures and appropriate student conduct.
7. Operation of standard office and classroom equipment.
8. Oral and written communication skills
9. Interpersonal skills using, tact, patience and courtesy.
10. Basic record keeping techniques.

Ability to:

1. Assist with instruction and related activities in an assigned special education program.
2. Reinforce instruction to individual or small groups of students and children as directed by the teacher.
3. Apply flexibility to work on modified RSP support schedules as necessary
4. Learn and apply appropriate methods, procedures and limitations in the assigned instructional environment.
5. Understand and follow oral and written directions.
6. Conform to and support the assigned teacher's style of classroom management.
7. Establish and maintain cooperative and effective working relationships with others.
8. Communicate effectively both orally and in writing.
9. Monitor, observe and report student behavior and progress according to approved policies and procedures.
10. Learn, explain and apply applicable rules, regulations, policies and procedures.
11. Organize instructional materials.
12. Operate standard office and classroom equipment.
13. Adapt to individual needs of teachers and students and work with interruption.
14. Work independently make minor decisions within the framework of established guidelines.
15. Read and understand instruction.
16. Maintain a clean, safe and orderly classroom learning environment.
17. Perform clerical duties related to classroom activities.
18. Maintain routine records.
19. Maintain consistent, punctual and regular attendance.
20. Sit or stand for extended periods of time.
21. Bend at the waist, kneel or crouch to assist students.
22. See to read a variety of materials and monitor student activities.
23. Hear and speak to exchange information.
24. Reach overhead, above the shoulders and horizontally.

## **MINIMUM REQUIREMENTS**

1. Any combination equivalent to graduation from high school.
2. One (1) year of experience working with children with learning disabilities or students in an organized setting.
3. Completion of one year of higher education study (30+ semester units) or possession of an Associates or higher-level degree in Child Development, Early Education, or other related field may be substituted for required experience.
4. Pass a Paraprofessional test, or be No Child Left Behind (NCLB) Compliant.
5. Reliable means of transportation.
6. Basic first aid and CPR certification preferred but not required.
7. Successful clearance of both a DOJ and FBI background check.
8. Provide evidence of most recent TB clearance (within 1 year) upon hire.

## **WORKING ENVIRONMENT**

Environment with constant interruptions. Classroom and playground environment.

## **PHYSICAL ABILITIES**

Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to writ and read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to move about campus, to tutor, assist with presentations and to reach work materials. Requires the ability to use manual and finger dexterity to type, to point out important words/figures to students, and to operate personal computers and electronic devices. Requires the ability to lift, carry, push, and move supplies, fixtures of medium weight (under 50 lbs.).

## **ADDITIONAL JOB INFORMATION**

Pay Determination: Only full-time relevant experience will be considered for pay determination. Pay offering is non-negotiable and follows a board adopted salary schedule.

Work Schedule: Monday through Thursday, 8 hours per day.

Benefits Eligibility: 1) Medical, Dental and Vision Coverage  
2) 403b Retirement Plan Option  
3) Sick Pay

## **JOIN OUR TEAM**

1. Download an employment application from [www.urbancsc.org](http://www.urbancsc.org)
2. Complete and save your application using this name format: Last Name, First Name – Job# 2952023-2101-04 (i.e. Smith, John – 2952023-2101-04)
3. Email your completed application along with resume and supporting documents to: [staff@urbancsc.org](mailto:staff@urbancsc.org) and type the following: Job#2952023-2101-04 in the subject line.
4. Reference letters or supporting documents can also be included at this time.
5. A confirmation will be emailed to you at the end of the week, upon receipt of your application.