

Meadows Valley School District #11

Title: Special Education Paraprofessional/Classroom Aide

Qualifications:

Demonstrated ability to accomplish the major duties and responsibilities listed below:

- a. To work under the supervision of the Special Education Instructor.
- b. To be entrusted with confidential information.
- c. To relate well to students in an academic setting.
- d. To use developmentally appropriate instructional techniques in initial and remedial teaching situations.
- e. To recognize and accommodate different learning styles by organizing instructional materials in a creative manner.

Primary Responsibility to: Special Education Instructor

- A. Job Goal:** Assists the Special Education Instructor in providing resource support to handicapped students.
1. Work with special education students, exhibiting a variety of handicapping conditions ranging from specific learning disabilities to multi handicaps.
 2. Work with special needs of students individually and in small groups on academics which include reading, spelling, written language, math, social studies, and science.
 3. Provide positive learning experiences in both the resource room and the regular classroom.
 4. Plan specific activities or lessons and generate teacher made materials to reinforce knowledge and skills acquisition under the direction of certified staff.
 5. Complete a variety of clerical tasks while maintaining confidentiality. These include:
 - a. Daily documentation for accountability
 - b. Completion of requisitions and purchase orders
 - c. Maintenance of special education files
 - d. Daily copying of materials for students and staff use
 - e. Daily attendance taking
 - f. Typing of confidential correspondence and minutes
 - g. Maintain computer programs and entries for district form, student files and other miscellaneous items
 6. Maintain a positive, encouraging relationship with parents, staff, students, and others.
 7. Knows and follows the chain of command.
 8. Acts ethically and confidentially in all aspects of employment.
 9. Any other duties deemed necessary by the Special Education Instructor.

Terms of Employment:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in the job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies, which have been reduced to writing and made available to the employee at the District office.

The employment period shall be for nine months the school is in session; shall not exceed 8.5 hours per day, beginning at 8:00 am until 4:15 pm with a half hour lunch. The Special Education Instructor shall determine the number of days each aide shall be required to work, the total number shall include a number of curriculum days the aide is required to attend. Sick leave and personal days are specified in the Classified Handbook. The salary shall be commensurate with the employee’s appropriate place on the approved wage scale.

Evaluation:

The Special Education Instructor or a designee in conformance will evaluate performance of this position periodically with District policy relating to evaluations of classified personnel.

