Job Title: SPED Aide

Department: Special Education

Available Positions: 1

Location(s) of Job: MGMS

Salary: SPED Aide - $13.40 per hour – Up to 29 hours per week

GENERAL FUNCTION
Paraprofessionals in special education are to assist in providing a quality program to meet the needs of the special education students. They need to be mentally and physical able to perform the responsibilities.

ORGANIZATION STRUCTURE
Job Title: SPED Aide
Jobs reporting to this title: None
Supervisor's Title: Building Administrator (Principal)
Coordinates With: Classroom Teacher

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Follow instructions
2. Collect data and implement behavior and instructional plans for individual student with fidelity.
3. Insuring student safety
   a) Follow school rules
   b) Ride buses to assist with monitoring the physical and behavioral needs of students
   c) Maintain high on-task student behavior
   d) Teach individual students and small groups using teacher developed plans.
   e) Use a high rate of praise for appropriate behavior.
4. Meet the requirements for Physical Assessment Standards set by USOE for Bus Attendants

MARGINAL FUNCTIONS
Attending to medical and/or hygiene needs of students such as:
   a) Insulin checks
   b) Diaper changes
   c) Suction
   d) Feeding tubes
   e) Teaching personal care
   f) Toileting needs to include lifting
   g) Lifting in and out of wheelchairs and other equipment.
h) Monitoring oxygen needs
i) Lifting students from beds and wheelchairs
j) Possibly Pick-up students in Handicap Van

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements--Not limited to the following:

1. The successful candidate must have the physical ability and range of motion necessary to complete all responsibilities including, but not limited to:
   a) Getting on and off the bus
   b) Moving within the bus to respond to potential problems with a student
   c) Be able to lift a minimum of 50 pounds.
2. Applicant must meet USOE Physical Assessment Standards.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with requirements of the job.

Educational Requirements:
High School Graduation or Equivalent

Knowledge & Ability:
Note: Additional skills and knowledge may be required, and willingness should be demonstrated to acquire such.

Licenses/Certification:
Good Driving Record

Machines, Tools & Equipment Used:
1. Wheelchairs
2. Wheelchair lifts
3. Safety Restraints
4. Suction Pumps