

# TRUSSVILLE CITY SCHOOLS

## JOB DESCRIPTION

**JOB TITLE:** Special Education Assistant (Aide)

**RESPONSIBLE TO:** Teacher and Principal

**JOB GOAL:** To assist the teacher in achieving the identified instructional/behavioral objectives and to help students take full advantage of the instructional program and available resources.

### QUALIFICATIONS

1. Equivalent of two years post-secondary education, or an associate's degree or a High School Diploma or GED equivalent with a passing score on the Work Keys test,
2. Knowledge and understanding of academic and behavioral strategies and techniques to assist students in learning;
3. Word processing/computer experience (preferred); and
4. Good attitude towards children and peers with strong interpersonal skills.

### DUTIES AND RESPONSIBILITIES

1. Perform tasks related to classroom instruction under the supervision of a certified teacher;
2. Works with identified student(s) to maintain behavioral control and implement positive behavior intervention plans as designed as needed.
3. Works with small groups of students to reinforce learning initially introduced by the teacher.
4. Guides independent study, enrichment work, and corrective/remedial instruction directed by the teacher.
5. Assists individual students who need special attention and/or assistance.
6. Assist the teacher in preparing instructional materials for classroom and student use.
7. Assists with routine classroom clerical duties.
8. Assists individual students and/or teachers with the use of assistive technology/adaptive devices, as needed.
9. Assists in the supervision of students who participate in special class activities.
10. Supervises student(s) who may need to leave the classroom setting to do independent or small group work.
11. Helps with extra duties related to the supervision of students, including, but not limited to lunch periods, bus duties, assemblies, field trips, recess, etc.
12. Physical ability to perform the duties as assigned.
13. Participates in in-service and professional development activities as needed.
14. Maintains the confidentiality of all students.
15. Performs other duties as assigned by the teacher or principal.

Board Approved: November 7, 2005

Amended: December 11, 2017