

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Special Education Aide

CLASSIFICATION:

Administrator:

GEEA

ESP:

 X AFSCME

 EXEMPT

DEPARTMENT:

Teaching, Learning, Accountability

REPORTS TO:

- Building Principal
- Special Education
Teacher/Teacher

GENERAL RESPONSIBILITIES

The Special Education Aide assists the special education teacher/teacher in meeting the educational, social, physical and emotional needs of special education students.

ESSENTIAL JOB FUNCTIONS.

- Assists the special education student(s) in meeting their IEP and gives input into progress reports.
- Responsible for assisting the special education teacher(s)/teacher in the instruction of special education student(s) including: assistance to/from and in the classroom, labs, washrooms, playgrounds, gymnasiums, lunchrooms, libraries, field trips and other educational settings as determined by the special education teacher(s), which may include providing support in the areas of personal care, hygiene and feeding.
- Provides reinforcement to student(s) of material initially taught by the special education teacher(s)/teacher.
- Assists the special education teacher(s)/teacher in implementing behavior management strategies consistent with IEP's for the student(s).
- Responsible for guiding any independent study, enrichment work, and remedial work set up by the special education teacher(s)/teacher.
- Assists student(s) in any testing and observes and records student(s) progress as needed.
- Under the supervision of the special education teacher(s)/teacher provides support and assists in preparing education materials for special education student(s).
- Records test data and scores classroom tests under the supervision of the special education teacher(s)/teacher.
- Attends team meetings and parent-teacher conferences as requested.
- Communicates and collaborates with other members of the student(s) IEP team as needed.
- Under direction of related services staff, implements/reinforces therapeutic interventions with student(s) as needed.
- Maintains student(s) daily activity log as needed.
- Interfaces with all levels of the school.

KNOWLEDGE AND SKILLS

- Knowledge of classroom environment, school curriculum, safety practices and needs of special education students preferred.
- Knowledge of special education software preferred.
- Must have oral and written communication skills and basic computer skills.
- Requires an understanding of confidentiality.
- Requires strong interpersonal and organizational skills.
- Heavy lifting may be required.

EDUCATION AND CREDENTIALING

- High school diploma or equivalent required.
- Must hold a valid Illinois State Aide Certificate.

EVALUATION

- Building Principal or Assistant Principal will evaluate annually in conjunction with special education teacher/teacher.

DIRECT REPORTS TO THIS POSITION

- Not applicable.

WORK YEAR

- 10 month.

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.				X
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).			X	
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.			X	
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.	X			
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature