

TITLE: NON-INSTRUCTIONAL AIDE

QUALIFICATIONS

1. Preferred two years of collegelevel coursework or an Associate's Degree in education or related field
2. Previous aide or teaching experience preferred
3. Ability to lift up to forty pounds and push and pull up to one hundred pounds
4. Knowledge of child growth and the diverse needs of children with disabilities
5. Knowledge of appropriate classroom practices for special education, ELL, migrant, and/or homeless children
6. The ability to work with students with emotional, physical, and mental disabilities
7. Knowledgeable about word processing, data bases, spread sheets, and reports
8. Ability to maintain a learning environment
9. Works well with students, staff, and the public
10. Excellent organizational skills
11. Excellent interpersonal and communication skills
12. Able to work under pressure and deadlines
13. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Special Education Teacher, Classroom Teacher, Building Principal, and Special Programs Director

JOB SUMMARY

Non-instructional duties such as providing technical support for computers, personal care services, and clerical duties are generally performed by classroom or school aides

MAJOR DUTIES AND RESPONSIBILITIES

- 1) Assist with toileting and self-care of identified special needs students.
- 2) Assists student with mobility and access to materials.
- 3) Assists the teacher in supervising students.
- 4) Performs assigned clerical duties related to the operation of the classroom and/or a setting;
- 5) Assists in maintaining a neat, orderly and attractive learning environment;
- 6) Assists with parent contacts by telephone or in person;
- 7) Assists teachers, provide safety in the classroom, and implement the IEP;
- 8) Monitors student activities, student behavior, and changes in student behavior providing feedback to teachers, and maintains a safe and positive learning environment;
- 9) Maintains records and files to document required and pertinent information;
- 10) Participates in daily activities, training sessions, special activities to assist in the implementation and evaluation of student IEP objectives;
- 11) Disposes of waste contaminated materials, food and toys to maintain the hygiene and health of students and staff;

- 12) Understand and carry out oral and written directions;
- 13) Participate in in-service education, conferences or formal classes related to assignment;
- 14) Show initiative when working with children or using materials;
- 15) Maintain cooperative, effective relationships with those contacted in the course of work;
- 16) Maintain confidentiality of student records;
- 17) Meet schedules and deadlines;
- 18) Manually lift safely and effectively;
- 19) Performs other related duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the classroom teacher and/or special education teacher and/or the director of special programs in conformance with any applicable federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Printed Name

Date

Signature