



JOB DESCRIPTION

TITLE: SPECIAL EDUCATION AIDE

CONTRACT: All required student days plus any required professional development days* (see OESPA union contract)

REPORTS TO: Building Principal and Classroom Teacher(s)

LOCATION/DEPARTMENT: Assigned Building

POSITION SUMMARY All employees of the Otsego Public Schools, including Special Education Aides, are expected to display a positive, caring, nurturing attitude and a genuine desire to assist all students and staff when necessary to maintain a safe and orderly environment.

Special Education Aide must be both physically and mentally able to work with students with special needs.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: Must hold a high school diploma or be able to document graduate equivalence (GED) as described in the Michigan Special Education Rules.

EXPERIENCE: Experience working with youth preferred

DUTIES AND RESPONSIBILITIES

Specific expectations of the Special Education Aide include:

- Work with teachers, ancillary staff and administration toward the implementation of IEP academic, functional, and behavioral objectives
- Work cooperatively with other staff members as a member of an instructional team
- May implement behavior intervention plans and/or strategies to work towards improvement of engagement in classroom and building environment. Implementation of strategies include but are not limited to self regulation, engagement, independence, and behavior/emotional control
- Work toward a positive, productive classroom and school environment
- Implement instructional plans provided by special and general education teachers, speech and language teacher and other professional staff
- Perform associated data keeping tasks as assigned
- Assist with the preparation of instructional materials for use in the assigned classroom
- Provide physical assistance to assigned students as needed, including but not limited to toileting and feeding assistance. If training is required, it will be supplied prior to performing the task.
- Assist with classroom housekeeping tasks
- Assist with supervision of students during non-instructional activities
- Escort and supervise students throughout the building, including lunch time, as needed
- Maintain confidentiality of student information as appropriate
- Administration of minor first aid (training will be offered and made available when deemed necessary)

- Member of the CPI team in the building. Training will be provided by the District when necessary
- Complete medical billing reports
- Other duties as assigned by the building principal

From time to time, in emergency situations, it becomes necessary for all adults, including the Special Education Aide, to assist in escorting and/or supervising groups of students and attending to the physical needs of students.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

REQUIRED: Capturing Kids Hearts training to be completed within the first two years of employment

PHYSICAL REQUIREMENTS: Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk; occasional stooping, bending, and reaching. Close vision is required to perform computer related tasks. The employee must have the ability to lift and/or move up to 60 pounds and attend to the personal care of students.

Work Environment: The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: 10 month employee, within the Otsego Educational Support Personnel Association

Salary and Benefits Information:

- Salary and Benefits: Per the Otsego Educational Support Personnel Association contract