

CUMBERLAND REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

EXCEPTIONAL SPECIAL EDUCATION AIDE

JOB GOAL

To assist the special education student at the direction of the teacher by providing instructional, behavioral and clerical support in achieving the objectives of the student's individual educational plan.

QUALIFICATIONS

1. High School graduate or equivalent.
2. College experience and/or experience working with disabled children desirable.
3. Demonstrates proficiency in math, language and reading skills.
4. In accordance with state code (NJAC6:28 — 4.2(b)3vi), prior written approval must be obtained from the Department of Education, County Office.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. To assist students with physical handicapping conditions, particularly those who rely upon assistive devices and/or prosthetics. This may include lifting a student in and out of a wheelchair and assisting with toileting needs.
2. To work cooperatively with classroom teacher to establish consistent and structured classroom procedures.
3. To assist in the development, preparation and construction of instructional materials as requested by the teacher.
4. To contribute positively to a classroom atmosphere that is conducive to learning.
5. To assist, under a teacher/consultant direction, in the collection and administration of behavior management systems.
6. Maintains accurate and complete records to document a student's daily progress towards IEP goals and objectives.
7. To participate, under the teacher's guidance, in lesson planning.
8. Provide one-on-one reinforcement activities on the drills (objectives) established for the student by the teacher/consultant.
9. Maintains written and oral communication with the teacher/consultant concerning all aspects a of a student's program and schedule.
10. Alerts the teacher/consultant to any problem or special information about an individual student.
11. To respect the confidentiality of pupil records and communicate student progress or needs to the consulting the teacher, CST case manager, or administration (ethical conduct).
12. To participate in in-service programs or training workshops when requested.
13. To perform other reasonable and relevant duties as determined by the applicable IEP, classroom teacher, administration or Board of Education.

ESSENTIAL SKILLS/ABILITIES

- 1. Excellent verbal and written communication skills.
- 2. Excellent interpersonal skills with the proven ability to maintain professionalism and tact in high-stress situations.
- 3. Excellent organizational skills and attention to detail.
- 4. Creative analytical and problem-solving skills.
- 5. Proficiency with technology resources.
- 6. Regular attendance.
- 7. Must be able to traverse school facility/grounds and lead students to safety in the event of an emergency.

REPORTS TO

Director of Child Study Team and/or Building Principal.

TERMS OF EMPLOYMENT

Ten months with salary and work year determined by the Board of Education in compliance with NJAC 6:28 - 4.2.

EVALUATION

Director of Child Study Team and/or Building Principal.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: **October 27, 2022**