

LYON COUNTY SCHOOL DISTRICT- HR Department

Special Services Aide

Job Group: Instruction

Classification: Classified

Terms of Employment: Pay Grade 22 on the Classified Salary Structure (9 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under the supervision of a licensed staff member, works in a special education setting assisting teaching staff with a variety of instructional activities to provide support and assist with specially designed instruction to students with disabilities. Assists staff in providing individual and group functional living, academic skills, vocational and other post-secondary transition planning support to successfully implement requirements of students' individual education plans (IEP). This person reports directly to the executive director of special services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists the student(s) in curriculum tasks as assigned by a certified staff member, carrying out instructional programs and lessons in various learning environments, in and out of the traditional classroom, as designated in the instructional plan based on the IEP and under the direct supervision of the certified staff member.
2. Under the direct supervision of a certified staff member, works with small groups of students to reinforce skills introduced within the program.
3. Accompanies the student(s) to other locations within the school, if the child's disability warrants this type of support.
4. Establishes as fully as possible a supportive relationship with the student(s) without fostering or encouraging intense emotional involvement.
5. Serves as a resource person, if and when requested, to the student's eligibility and IEP teams when conferring about the student's progress and potential educational needs.
6. Assisting individual students in performing activities initiated by the special education or classroom teacher.
7. Assisting certified staff in data collection procedures.
8. Monitoring and reporting student(s) progress to the certified personnel.
9. Conforms to safety standards as prescribed.
10. Ability to work with students and adults in a variety of settings on and off school campus areas.
11. Ability to take direction from and provide assistance to the staff in charge of special education programs.
12. Performs and participates in other related duties as assigned by special services office staff and the executive director of special services.
13. This position does not regularly engage in instructional duties and is not required to meet Para Professional or highly qualified requirements.
14. Develops rapport with students and provides sound leadership; responsible for being an example of good sportsmanship; may assist after school programming staff in a variety of areas throughout the school; collects classroom materials and prepares classroom and audio-visual equipment
15. Maintains safety assisting in the supervision of students on playgrounds, in lunchrooms, school halls, library, study halls, and with the loading and unloading of buses at school and on field trips, etc.

ACCOUNTABILITES: Works under the direct supervision of a licensed staff member and is evaluated by the executive director of special services utilizing special services staff input.

POSITION EXPECTATIONS:

1. Knowledge of CPR/AED and Universal Precautions.
2. Ability to work effectively with special needs students.
3. Ability to interpret and apply oral and written instructions.
4. Ability to perform several tasks and determine priorities.
5. Ability to deal with unusual behavior and crisis situations.
6. Ability to learn and apply school rules, regulations, and procedures.
7. Ability to complete routine records.
8. Ability to recognize and report hazards and apply safe work methods.
9. Possess physical and mental stamina commensurate with the responsibilities of the position.
10. Willingness to attend trainings as it relates to implementation of IEP.
11. Securing and maintaining the confidence and cooperation of students.
12. Dealing tactfully with students, parents and school personnel.
13. Evaluating situations accurately and taking effective action.
14. Preparing and maintaining accurate and complete records, files and summaries.
15. Organizing and distributing instructional materials.
16. Operating various office equipment; operating and maintaining audio-visual equipment.
17. Establishing and maintaining effective working relationships with those contacted in the course of work.
18. Provide leadership and develop rapport with students

POSITION REQUIREMENTS: Education and Training:

1. A high school diploma or GED equivalent;
- AND
2. A minimum of six (6) months of experience working with school age youth is desirable.
 3. Completion of a post-secondary education certificate program is desirable.

Licenses and Certifications: Must have the ability to complete:

1. Specialized training as needed to meet student needs as outlined in IEP's.
2. Blood borne Pathogen and Universal Precaution Training

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS: The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS: Work is performed under the following conditions:

Exposure to climate-controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments. May involve frequent to moderate lifting and other physical demands.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting		X		
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting			X	
Crawling				
Kneeling				
Reaching above of body				
Reaching away from body				
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping				
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work				
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			

Hazardous Chemical/Waste	X			
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination	X			
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____