

**TITLE: SPECIAL EDUCATION ASSISTANT I****QUALIFICATIONS:**

1. Be of good character.
2. High school graduate.
3. Ohio Teacher Aide Certificate.
4. CPR/First Aide Certification.
5. Minimum 8 hours in-service annually.
6. Must attend Crisis Prevention Intervention Training lead by the District.
7. Experience with children.
8. Ability to cope with stressful situations as related to special needs children.
9. Possess positive emotional health.
10. Appropriate personal qualities and attitudes necessary for working with special needs children.
11. Physical ability to ensure safety of classroom in violent situation(s) as described in district lead training.
12. Ability to work in all temperature environments while assisting students inside and outside of the classroom.
13. Ability to work with parents, guardians, and others as the teacher may find appropriate and necessary.
14. Demonstrate ability to assist with planning and implementing classroom projects independently.

**REPORTS TO:** Building Principal/Director of Student Services

**SUPERVISES:** None

**JOB GOAL:** To help achieve educational objectives for involved student(s) and assist teacher by performing other assigned duties.

**PERFORMANCE****RESPONSIBILITIES:**

1. Familiarity with learning styles and ability to adapt instruction as needed.
2. Escort child/children inside and outside of schools as needed. For example, on/off the bus, to the office, outside at recess, ect.
3. Interact with special needs and non-special needs child/children as directed by teacher or Principal.
4. Assist with individual and small/large group interaction and supervision.
5. Assist with planning and implementing classroom projects and activities.
6. Ability to assist in academic instruction as directed by the teacher.
7. Assist with routine classroom housekeeping, anecdotal records, charting of behavior.

8. Perform such tasks and assume such other responsibilities as the teacher/Principal may assign.
9. Assist with operation and care of instructional equipment used in class.
10. Administer any medical needs as directed by the classroom teacher or Principal as trained by district medical staff.
11. Attain/maintain personal health exams and vaccines.
12. Assist and perform personal hygiene, feeding, and bathroom assistance on an as needed basis.
13. Perform such other duties as assigned by the Building Principal/Director of Student Services.

**TERMS OF EMPLOYMENT:** As per negotiated agreement.

**EVALUATION:** Performance of this job will be in accordance with provisions of the Board's policy.

**APPROVED BY:** Norton Board of Education

**APPROVED DATE:**

**REVISED DATE:**