

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: SPECIAL EDUCATION AIDE

QUALIFICATIONS :

High School Diploma; college-level course work in education or related field. (Substitute Teacher certificate preferred)

Successful experience working with children who have special needs.

Ability to communicate effectively with students, parents and school staff.

Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices.

Required criminal history background check

New Jersey residency required

REPORTS TO:

Principal

JOB GOAL:

To assist the classroom teacher by working with individual and small groups of disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

PERFORMANCE RESPONSIBILITIES:

1. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving from room to room using the lavatory (assisting in toileting and hygiene).
2. Assists with individualized instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher.
3. Assists, where appropriate, in loading and unloading the special education pupil from transportation buses or vans

4. Completes clerical duties as assigned by the special education classroom teacher.
5. Assists pupils with various projects, crafts, and curriculum tasks.
6. Helps with the supervision of children on field trips planned by the teacher.
7. Assists in playground supervision.
8. Engages children in conversation to encourage language development.
9. Aids physically handicapped children, particularly those who rely upon appliances and prosthetics.
10. Performs other appropriate duties as assigned by the special education teacher, building principal, or supervisor of special education directly related to a good learning experience for special education pupils.

TERMS OF EMPLOYMENT : Ten month continued employment

EVALUATION: Performance of this job will be evaluated in accordance with state law and the provisions of Board policy and completed by Principal.

Revised: Dec. 17,2019_____

Employee Signature