

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### EXCEPTIONAL STUDENT EDUCATION TEACHER AIDE

**SALARY SCHEDULE: SSP-3**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year experience in working with exceptional students, or an equivalent combination of inservice, training and related experience preferred.
- (3) Training in related areas and/or willing to complete training in working with students with disabilities preferred.
- (4) Associate of Art's / Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution or passing score on the Para Pro Assessment Test.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and understanding of students with disabilities. Ability to apply knowledge to group and individual situations. Ability to listen and follow oral and written directions. Demonstrate effective oral and written communication skills. Possess basic mathematics skills. Ability to establish and maintain positive working relationships with others. Ability to work as a team member. Willing to learn the unique educational and/or personal needs to assist an individual student. Knowledge of and ability to use CPR and First Aid. Willing to attend additional training.

**REPORTS TO:**

Principal or Designee

#### JOB GOAL

To assist the teacher(s) in providing a well-organized, smoothly functioning environment in which students with moderate and profound disabilities can take full advantage of the instructional program and available resources.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Perform instructional support work assisting the Exceptional Student Education (ESE) teacher or mainstream teacher(s) in daily classroom and general clerical activities.
- \* (2) Implement goals and objectives established by instructional and/or therapeutic staff and work directly with ESE students to that end.
- \* (3) Accompany ESE students on school system buses to assist in maintaining order and to take care of students' special needs.
- \* (4) Assist the ESE teacher in the training and/or instruction of ESE students.
- \* (5) Assist in implementation of the Individual Education Plan (IEP) for each student.

**EXCEPTIONAL STUDENT EDUCATION TEACHER AIDE (Continued)**

- \* (6) Prepare planned instructional materials, attendance reports, class reports, collect and account for monies, check objective test papers, maintain supplies and equipment for classroom use and clean up after activities.
- \* (7) Provide for a student's daily living needs such as toilet needs, lifting, diapering, feeding, and personal hygiene as necessary.
- \* (8) Monitor classes and file records and materials.
- \* (9) Monitor student behavior and intervene when necessary.
- \*(10) Escort students to and from classes or specialized functions as needed.
- \*(11) Perform clerical duties related to classroom teaching.
- \*(12) Supervise daily bus departure.
- \*(13) Perform the duties of a clinic aide, security aide and classroom aide if assigned.
- \*(14) Maintain a courteous and professional manner.
- \*(15) Use positive, effective interpersonal communication skills.
- \*(16) Maintain positive relationships with staff and students.
- \*(17) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- \*(18) Maintain confidentiality regarding school matters.
- \*(19) Participate in workshops and training sessions as required.
- \*(20) Follow school policies and procedures.
- \*(21) Keep supervisor informed of potential problems or unusual events.
- \*(22) Respond to inquiries and concerns in a timely manner.
- \*(23) Prepare all required reports and maintain all appropriate records.
- \*(24) Follow all School Board policies and department policies and procedures.
- \*(25) Exhibit interpersonal skills to work as an effective team member.
- \*(26) Demonstrate support for the School District and its goals and priorities.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects or individuals. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 06**

\*Essential Performance Responsibilities