

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ESE AIDE

SALARY SCHEDULE: SSP-5

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School diploma or equivalent.
- (2) At time of hire, may be required to register and successfully complete forty (40) hours of training/workshops in the area of autism and/or related disorders to obtain ASD certification by the end of the probationary period.
- (3) Must successfully complete verbal and physical CPI training within the probationary period.
- (4) A passing score on the Para Pro Assessment Test or an Associate of Art's / Associate of Science Degree, or sixty (60) hour equivalent from an accredited educational institution.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge and understanding of children with special needs. Knowledge of general computer use. Ability to follow directions. Ability to work independently. Must be able to communicate effectively. Ability to implement academic and behavioral interventions designed specifically for ESE students.

REPORTS TO:

Principal or Designee

<p>JOB GOAL</p>

<p>To implement routine tasks independently, such as academic and behavioral instruction, as assigned under the direction of a certified staff member.</p>
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SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist in the supervision of students and school wide supervisory tasks as assigned.
- *(2) Participate in workshops and training sessions as required to meet the needs of the classroom and student population.
- *(3) Assist with personal care and hygiene including but not limited to diapering, toileting, feeding, and medical tasks.
- *(4) Perform clerical duties such as copying, filing, recording, and data collection as assigned.
- *(5) Assist in creating and maintaining a safe learning and workplace environment.

ESE AUTISTIC AIDE (Continued)

- * (6) Implement individualized classroom activities as directed.
- * (7) Assist staff members with behavioral management.
- * (8) Assist with the development of instructional materials.
- * (9) Assist with the preparation of accurate records and reports.
- * (10) Assist with assessing student progress.
- * (11) Communicate effectively with staff and parents.
- * (12) Use specialized equipment as required.
- * (13) Intervene in situations concerning discipline of students when students' health and/or safety is at risk.
- * (14) Demonstrate initiative in the performance of assigned responsibilities.
- * (15) Model and maintain high ethical standards.
- * (16) Follow attendance, punctuality and proper dress rules.
- * (17) Maintain confidentiality regarding school matters.
- * (18) Maintain positive relationships with staff and families.
- * (19) Keep supervisor informed of potential problems or unusual events. Monitor and report inappropriate student actions.
- * (20) Respond to inquiries and concerns in a timely manner.
- * (21) Follow all School Board policies, rules and regulations.
- * (22) Exhibit interpersonal skills to work as an effective team member.
- * (23) Demonstrate support for the School District and its goals and priorities.
- * (24) Sustained focus and attention to detail for extended periods of time.
- (25) 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. 04

*Essential Performance Responsibilities