

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Special Education Aide**

### **QUALIFICATIONS:**

1. High school diploma
2. College-level coursework in education or related field preferred
3. Ability to communicate effectively with students, parents, and school staff
4. Knowledge of diverse needs of students with disabilities and appropriate special education classroom practices
5. Other qualifications as may be specified

**REPORTS TO:** Building Principal

### **RESPONSIBILITIES:**

Under the direct supervision of a certified teacher, the Special Education Aide will:

1. Assist in taking care of the physical needs of the special education student, including putting on and taking off outerwear, moving from room to room, feeding, and using lavatory
2. Assist with individualized instruction and work with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher
3. Assist, where appropriate, in loading and unloading the special education student from transportation buses and vans
4. Assist students with various projects, crafts, and curriculum tasks
5. Help with the supervision of children on field trips planned by the teacher
6. Assist in playground and lunchroom supervision
7. Engage children in conversation to encourage language development
8. Aid physically handicapped children, particularly those who rely upon appliances, prosthetics, and assistive technology

9. Implement various behavioral management strategies and reinforcement schedules as developed by the teacher
10. Understand and abide by confidentiality policy and practice of the district
11. Participate in additional training if/when available and required
12. Perform other appropriate duties as assigned by the Director of Special Education or Principal