

## SPECIAL EDUCATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Schools, the incumbent is responsible for setting work assignments and maintaining discipline and control over students' performance in the work maintenance program. This position differs from other positions dealing with children in school districts, in that it calls for intensive involvement with students with special needs. A Special Education Aide does related work as required.

### TYPICAL WORK ACTIVITIES:

- Observes, consults with, and assists special education teachers;
- Attends class with special education students and assists with note taking and test taking;
- Alerts the teacher to special needs of a special education regular class;
- Provides escort and assistance to children;
- Assists with the supervision of special needs children during a regular class;
- Assists with the organization and collection of materials for the special education student;
- Works with individual students or small groups of students to reinforce learning, develop skills, or complete projects;
- Implements IEP goals and objectives
- Recognize behavior changes and intervene before escalation;
- May be required to assist with personal hygiene (washing hands, wiping nose, dressing – coat and boots, eating);
- May need to describe specific behavior traits at a parent conference or CSE meeting.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Skill in dealing informally with children with behavior problems; ability to carry out oral and written instructions; ability to command the respect of others, with special emphasis on children and youth; excellent moral character and habits; mental alertness; trustworthiness; physical condition sufficient to perform the essential functions of the position.

### MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of an equivalency diploma and one (1) year of experience dealing with the management and training of groups of youths and/or children;

OR

- B. Completion of grade school and five (5) years of experience as stated in (A);

OR

- C. A satisfactory equivalent combination of the foregoing training and experience.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

**CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION**