



## **Special Education AIDE**

Reports to: Special Education Coordinator

Assigned Status: Non-Exempt

Term: 179 Days

### **General Description**

Help meet physical and instructional needs of individual students with disabilities inside and outside classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs. Work under general supervision of the Special Education Coordinator and immediate guidance of certified Special Education teacher(s). The essential functions may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in the job description.

### **MAJOR RESPONSIBILITIES AND DUTIES**

#### **Instructional Support:**

- o Prepare/modify work tasks, assist with independent study or lead small groups, provide academic and/or behavior inclusion support and inform Guide, Assistant and/or Special Education teacher of students' progress.
- o Assist in the implementation of the Individualized Education plan (IEP) as deemed appropriate.
- o Collect and track data on student progress related to IEP goals and objectives.

#### **Student Support:**

- o Assist in the implementation of a Behavior Intervention Plan as needed and deemed appropriate.
- o Help manage the behavior of assigned student(s). This includes intervening in crisis situations and assist with the implementation of SAMA strategies, as trained, as directed.
- o Recognize differences in student(s) special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
- o Assist assigned student(s) throughout school day, inside and outside classroom. This can include lunch time, specials, arrival/dismissal, and playground duty.
- o Keep Guide and Assistant informed of special needs or changes of assigned student(s).
- o Participate in professional development programs, faculty meetings, and special events as assigned.
- o Maintain confidentiality.
- o Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- o None.

Goodwater Montessori Public Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Goodwater complies with all applicable state and local laws governing nondiscrimination in employment.

**EDUCATION AND WORK EXPERIENCE:**

- o High School diploma or GED required. Bachelor's degree preferred.
- o Montessori Pedagogy and/or experience in a Montessori environment preferred.
- o Two years of experience working with Special Needs children or Special Education certification

**Essential Knowledge and Skills:**

- o Ability to work with children with a wide range of abilities and needs.
- o Ability to follow verbal and written instructions.
- o Ability to communicate effectively.
- o Ability to be organized and follow deadlines in a timely manner.
- o Skill in operating standard computer and software applications.

**Mental/Physical/Environmental Demands:**

- o Standard office equipment including computer and peripherals
- o Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- o Frequent walking and reaching.
- o Frequent light lifting and carrying (less than 15 pounds); controlling behavior through physical restraint, lifting and moving other classroom equipment.
- o Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise
- o Work with frequent interruptions; maintain emotional control under stress.

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