

BOAZ CITY SCHOOLS

Boaz, Alabama



POSITION ANNOUNCEMENT

Job Title: Special Education Aide(s) - Anticipated

Opening Date: March 30, 2022

Closing Date: Until Filled

FLSA Status: Non-Exempt

Salary: Based on BCSS Salary Schedule

Expected Workday: 8 hours per day

Terms of Employment: 9-Month Contract

Reports To: Principal/Special Education Director

Job Goals:

Work with identified students in their classroom on a regular schedule to reinforce skills and concepts initially introduced by the teacher in a self-contained or inclusive environment.

Qualifications:

- One of the following:
 - Passing score on the Work Keys assessment (Level 3 score or higher in Applied Math, Work-Place Documents, and Business Writing)
 - Associate degree
 - Successful completion of at least 60 quarter or 48 semester higher education hours
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Responsibilities and Essential Functions:

- Assist in providing a well-organized, smoothly functioning class environment
- Attend planning sessions with assigned classroom teachers
- Complete a plan sheet documenting activities, objectives, progress, and/or behavior data sheet
- Assist the teacher in implementing special strategies, creating activities, and reinforcing skills based on individual student's needs, interests, abilities, learning styles, and behavior
- Assist with independent study, enrichment, and makeup work as determined by the teacher's lesson plan or own needs assessment of student's IEP
- Maintain required special education documentation and confidentiality
- Attend scheduled workshops and training, including restraint training
- Follow attendance, punctuality, and proper dress procedures
- Assist students with personal hygiene, feeding, using restroom, moving about building, grooming, and health and safety issues
- Manage time efficiently
- Perform any other duties assigned by the Principal or Special Education Director

Evaluation: Director of Special Education and/or Principal will evaluate performance of this job in accordance with provisions of the Board's policy on evaluation of support personnel.

Point of Contact: Michelle Gray, Special Education Director
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