

| <b>FNSBSD JOB DESCRIPTION</b>  |  |
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| <i>Job Title:</i> Cross-Categorical Itinerant Special Education Aide |  |
| <i>Supervisor:</i> Assistant Director of Special Education           | <i>Classification:</i> Classified (ESSA) |
| <i>Days/Months:</i> 9 months   | <i>Grade:</i> 6                          |

**Job Summary**

Assists in the care and tutoring of students who may have one or more of the following needs: physical, social-emotional, behavioral, self-help and developmental deficits. This position may be placed in Pre-School, Intensive Resource (IR), or Extended Resource (ER) special education classrooms, depending on district needs.

**Essential Job Functions**

Attends to students' physical needs, to include toileting, dress, grooming, and hygiene.

Assists in movement of students as needed. Some lifting of up to 50 lbs. required.

Assists teachers and therapists with daily learning tasks and/or motor skills development.

Assists with meals, recess, and bus duty pertaining to special needs students.

Assists in the care of FM Systems, hearing aids, and other devices that students may require.

Assists in the supervision of students with emotional or behavioral needs in self-contained or integrated settings. Assumes control of class when teacher is occupied with one student.

Assists in preparation of instructional materials, tutoring, and grading. Assists in the implementation of lesson plans and individualized education plans (IEP) under the direction of certified staff.

Maintains special education paperwork. Records daily behavioral data.

Communicates with parents regarding students, as directed by the teacher. Attends parent meetings if requested.

**Non-Essential Job Functions**

May be required to continually monitor and assist with student life support equipment, such as a respirator.

May attend to students' needs in the regular classroom.

If the posted vacancy lists a requirement for **signing skills**, additional job duties may include: translating spoken language into sign language for hearing impaired, deaf, or multiply disabled students; translating sign language into spoken language for students and staff in order for the student to access appropriate classroom information and take part in classroom activities that will enable the student to understand and participate in the educational program.

Performs other job-related duties as assigned.

**Equipment Used**

Computer, printer, copier, laminator, and audio-visual machines.

**Independent Decisions**

Implementation of classroom rules and procedures when supporting students when the teacher is away from the classroom.

**Primary Working Contacts**

Students, bus attendants, administrators and parents.

**Responsibility for Cash, Equipment, Safety**

Personal safety of disabled students. Use of specialized equipment for students with special needs.

**Supervision Received and Exercised**

None given; received from principal or teachers.

**Unusual Working Conditions**

This is an itinerant position and will require travel between school locations. May work with students in wheelchairs, using life support devices, augmentative communication devices, or requiring extensive lifting and total care.

**Evaluation**

Annual written evaluation.

**Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

**Job Qualifications**

The following are required:

1. If working in a Title I school, must possess a total of 48 hours of college credit, have attained an associate's degree, or must have passed the ParaProfessional Assessment.
2. Must have an understanding of developmental disabilities.
3. Must demonstrate proper lifting skills in order to safely lift a minimum of 50 lbs regularly.
4. Must have empathy for special needs of disabled children, ability to communicate with physically and mentally disabled students.
5. Successful completion of de-escalation training and obtainment of a first aid card will be required within the first six (6) months of employment.

6. Knowledge of basic reading, math, and curricula areas appropriate for age level of students.
7. Must possess ability to communicate clearly and consistently with students, staff, and parents; to calm students who are upset or angry, defusing conflict situations; and to safely restrain out of control students who present a danger to self or others.
8. Must be able to remain outside for 30 minutes at 20 degrees below zero.
9. Must have a valid driver's license, use of a personal vehicle, and able to gain access to military installations.
10. If the posted vacancy lists a requirement for signing skills, the applicant must at a minimum have completed ASL I and ASL II.

The following is preferred:

1. At least six (6) months of experience assisting and/or working with children with disabilities strongly preferred.
2. Courses in child development, CPR certification, and computer skills.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**