

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Teacher Aide – Special Education BASE	
<i>Supervisor:</i> Special Education Coordinator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 6

**Job Summary**

Assists the teacher with the supervision and behavior management of K-6 students exhibiting dangerous, aggressive, or self-harming behaviors who may or may not have a diagnosis of autism. Duties include assisting the teacher in the analysis of inappropriate behaviors and implement methods that would diminish or extinguish those behaviors.

**Essential Job Functions**

Assists the center based program teacher in the supervision and instruction of students diagnosed with Autism or significant behavioral needs that impede the child’s education in self-contained or integrated settings, and in the community.

Accurately maintains data sheets and daily behavioral data.

Assists in the supervision and instruction of children with autism or significant behavioral needs outside the classroom environment (e.g., playground, community settings) to help generalize skills, which may include inside and outside environmental conditions.

Trains students toward independence.

Assists in implementation of behavior and reinforcement programs under the supervision of the teacher.

Reinforces instruction and provides assistance with self-help skills (e.g., feeding, toilet training, diapering, personal hygiene needs/matters, dressing).

Works positively and collaboratively with a wide variety of students and staff.

Assists in preparing and modifying evidenced based specialized materials for individual students.

Participates in required trainings to maintain and improve competence and to effectively implement behavior management programs.

Must be able to be trained to implement Nonviolent Crisis Intervention (per CPI guidelines or other district selected system).

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Computer, copier, iPad/tablet, smart board, and classroom related equipment.

### **Independent Decisions**

Supervises individual students while working in self-contained, community, and/or integrated settings. Makes recommendations to the Center Based Program teacher concerning possible program changes for continued progress in skills.

### **Primary Working Contacts**

All special education department staff involved in the program process for students who exhibit dangerous, aggressive, or self-harming behaviors who may or may not have a diagnosis of autism. Principal and school staff relative to center based students, both in self-contained and community settings. Students: daily programming or small group learning centers and supervision of students.

### **Responsibility for Cash, Equipment, Safety**

Safety of all students.

### **Supervision Received and Exercised**

None given; receives oral or written daily assignments from center based program teacher for each individual student and/or in small group learning situations.

### **Unusual Working Conditions**

Special needs students may display aggressive behaviors which require appropriate physical contact or safe restraint procedures. Some flexible hours and/or calendar adjustments may be required to support professional development (e.g., workshops, classes).

### **Evaluation**

Annual written evaluation by the special education coordinator.

### **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 40 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. High school diploma or equivalent.
2. One (1) year of experience working with special needs students.
3. Must demonstrate an understanding of specialized needs and effective methods for working with students who may have autism and those who may exhibit inappropriate and disruptive behavior.

4. Knowledge of basic reading, math, and curricula areas appropriate for age level of students.
5. Must possess the ability to collaborate and communicate clearly and consistently with students and staff.
6. Must have the ability to safely restrain, in accordance with CPI (or other district selected program) guidelines, students who present a danger to self or others.
7. Ability to hear and speak to exchange information and to make presentations; dexterity of hands and fingers for operating office equipment; carrying, pushing or lifting classroom equipment and supplies; bending at the waist; lifting objects weighing up to 40 lbs; reaching over head, above the shoulders or horizontally to store equipment; and seeing to observe students in classroom activities.
8. Ability to move around freely and independently in a classroom or playground environment to observe children naturally and unobtrusively.
9. Ability to lift, walk, run, stand, etc. Must be able to remain outside for 30 minutes at 20 degrees below zero.
10. Must be able to implement Nonviolent Crisis Intervention techniques per CPI (or other district selected program) guidelines.

The following are preferred:

1. Federally highly qualified requirements of either 48 hours of college credit or an associate's degree, or passed ParaPro Assessment.
2. Successful completion of training in Applied Behavioral Analysis techniques.

#### **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.**