

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Teacher Aide – Extended Resource (ER)	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 6

Job Summary

Assists the teacher with the tutoring and supervision of students who may exhibit extreme emotional and behavioral problems. Performs auxiliary duties as assigned.

Essential Job Functions

Assists in the supervision of emotional disturbance students in self-contained or integrated settings.

Maintains special education paperwork. Records daily behavioral data.

Assists in the implementation of lesson plans and individualized education plans (IEP) under the direction of certified staff.

Assumes control of class when teacher is occupied with one student. Assists in supervision of students outside classroom environment when necessary.

Communicates diplomatically with parents and staff. Attends parent meetings if requested.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Computer, printer, copier, and classroom-related equipment.

Independent Decisions

Supervises class and individual students when teacher is occupied with other students. Supervises individual students while working in inclusive settings.

Primary Working Contacts

All Special Education Department staff involved in the program process for ER students. Principal and school staff relative to ER students, both self-contained and integrated. Students: daily tutoring or small group learning centers and supervision of students. Individual parent contact and participation in parent conferences if requested.

Responsibility for Cash, Equipment, Safety

Safety of all students.

Supervision Received and Exercised

Receives oral and/or written daily assignments from principal or teacher for each individual child or group of students that aide is assigned.

Unusual Working Conditions

Students may display manipulative and disruptive behavior and use profanity.

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 20 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. If the position is subject to federally highly qualified requirements, must possess a total of 48 hours of college credit, have attained an associate's degree, or must have passed the ParaProfessional Assessment.
3. Successful completion of de-escalation training and obtainment of a first aid card will be required within the first six (6) months of employment.
4. Must demonstrate an understanding of specialized needs and effective methods of working with ER students who may exhibit extreme emotional and behavioral problems.
5. Knowledge of basic reading, math, and curricula areas appropriate for age level of students required in English.
6. 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.

The following are preferred:

1. At least six (6) months of experience assisting and/or working with children with disabilities strongly preferred.

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.