

Job Description

Job Classification:	Classified
Position Title:	Full Time Aide
Position Assignment:	SPED
Work Calendar:	Aide / Cafeteria
Exempt/Non-Exempt Designation:	Non Exempt
Pay Schedule:	Hourly Salary Schedule
Pay Type:	Timesheet
Pay Method:	Bimonthly
Benefit Structure:	\$10,000 Total Employer Contribution
Reports To:	Dean of Academics

Job Purpose:

This position works with students with special needs within a classroom environment or as a one on one. Encore is a full inclusion program, so the use of SPED Aides is imperative to the success of the students on campus.

Duties:

- Perform responsible human support
- Assist classroom teachers or other professionals to achieve instructional objectives
- Assist students with disabilities with achieving established goals and with personal care and mobility.
- Assist classroom teacher in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives.
- Work with individuals, small groups, or large groups as assigned by teacher.
- Assist with behavior modification as assigned by teacher.
- Lift, move, and operate adaptive equipment.
- Assist students with personal care tasks, including but not limited to, lavatory, clothing, hygiene, diapering, toileting, and wash-up routines.
- Escort students as assigned by teacher or administrator.
- Assist students with mobility needs such as, lifting and positioning students, lifting in and out of wheelchairs; loading and unloading on the bus; transporting students in and around the school and on field trips.
- Monitor students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment
- Provide programmed practice activities and repetitions as developed by teacher, therapist or pathologist.
- Report student concerns directly and expeditiously to teacher and assist with student resolution.
- Maintain various records and files.
- Perform related work as required.

Skills/Qualifications:

- Must have a high school diploma.
- Work with children with disabilities preferred.
- Great communication skills. Must be able to write notes and take reports.
- Must handle stress well
- Significant standing; some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
- Must have the ability to lift 60 lbs.

All job descriptions are meant as a guideline. Actual job duties can be revised with or without written notification and are subject to change.

Job Description

Please attach appropriate salary schedule and work calendar to this job description. All three documents should be given to employee at time of notice of employment with a copy of training schedule and the current adopted Employee Handbook.