

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

<b>Position:</b>	Special Needs Aide
<b>Reports to:</b>	Building Principal
<b>Employment Status:</b>	Regular/Part-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Assist teaching staff in the instruction, direct supervision and behavioral management (in classroom and other areas as required) of an individual student.
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Understand the goals and objectives outlined in the assigned student's Individual Education Plan (IEP).
- Implement lesson plans as designed by teacher; support in the delivery of instruction for assigned student.
- Systematically record and graph data specific to assigned student regarding overall instructional progress, achievement of IEP goals, behavioral incidents, baseline behavior and other information as required.
- Communicate measurable learning objectives and guide assigned student toward mastery of goals.
- Utilize instructional techniques and appropriate instructional material as prescribed by classroom teacher.
- Communicate to student about IEP goals regularly; correct student errors in a positive and timely manner.
- Assist in tracking and the completion of homework and course work.
- Follow all policies for classroom procedures.
- Maintain student supervision at all times including transitions, special classes such as P.E. music and art, plus transportation periods – i.e. fieldtrips.
- Complete incident and/or accident reports within specified time requirements, as needed.
- Attend to hygiene needs of assigned student including toileting and dressing as needed (changing of diapers).
- Attend necessary training sessions associated with the individual student as needed.
- Adhere to all TCS policies and procedures
- Maintain a positive and professional demeanor while working with all students
- Communication in a professional manner with students, parents and coworkers.
- Provide positive reinforcement to students utilizing various incentives and rewards, both tangible and social.
- Demonstrated understanding of diagnosis of assigned student and any challenges pertaining thereto.
- Foster student motivation through enthusiasm and encouragement; model behaviors that reflect and reinforce a positive attitude
- Accept flexibility in daily job assignments
- Other duties as assigned

**Other Duties and Responsibilities:**

- Promote good public relations
- Serve as a role model for students
- Establish and maintain cooperative professional relationships
- Perform other duties as assigned by the Principal

**Qualifications:**

- High school education or equivalent required
- Must hold an Educational Aide License with an ESEA Endorsement
- Documentation of a clear BCII/FBI report

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with children
- Effective, active listening skills
- Training in varied instruction design
- Knowledge of child development and an understanding of age appropriate tasks
- Ability to work in a team environment
- Ability to be flexible and adaptable to changing situations
- Ability to work in a team environment
- Student management skills

**Additional Working Conditions:**

- Exposure to blood, bodily fluids and tissue
- Operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled workdays, except calamity days
- Interaction among unruly children
- Requirement to travel for workshops or training
- Evening/weekend/summer work
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional carrying/lifting paper and other classroom supplies up to a maximum of 50 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

**CONDUCT:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

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Superintendent or designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Adoption date: