

## **Special Needs Educational Aide Seasonal Part-Time Position**

**JOB SUMMARY:** The educational aide will be responsible for assisting a classroom teacher in the general supervision and management of special needs students. This aide must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with the school's educational philosophy.

### **ESSENTIAL FUNCTIONS:**

1. Administer achievement and diagnostic tests as the teacher recommends for individual students.
2. Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
3. Assist the teacher in devising special strategies for reinforcing materials or skills on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps student master equipment or instructional material assigned by the teacher.
6. Distribute and collects workbooks, papers, and other materials for instruction
7. Responsible for the supervision of special needs students during specialty classes, emergency drills,
8. assemblies, and field trips.
9. Reads to students, listens to students read, and participate in other forms of oral communication with students.
10. Assists with lunch, snack, and cleanup routines.
11. Assists with wash-ups and toilet routines if necessary.
12. Alerts the regular teacher to any problem or special information about an individual student.
13. Works under the direction of the grade school teacher and resource teacher to provide assistance to students with special needs.
14. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
15. Participates in in-service training programs as assigned and required by the State of Indiana.
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**WORK SCHEDULE:** The schedule for this position is dependent upon the student enrollment at Queen of Peace Catholic School. This position will be assigned up to 29 hours per week. Refer to principal for further details.

### **POSITION REQUIREMENTS:**

- Punctual, conscientious, and reliable
- Courteous manner with students, staff, parents and parishioners
- Provides all duties detailed above at an acceptable level of competency

Revised 5/2018