

**CABELL COUNTY PUBLIC SCHOOLS  
JOB DESCRIPTION**

**TITLE:** **Special Education Departmental Aide**  
**REPORTS TO:** Under direct supervision of a **building administrator, teacher and Special Education Supervisor**  
**JOB GOAL:** To assist the teacher with teaching objectives by working with individual students or small groups to help them achieve the goals and objectives stated on their Individual Educations Program, within an educational setting including, but not limited to, the special education classrooms, transitional or vocational program.  
**Itinerant Aides, with proper notice may be moved to another setting to provide appropriate educational services.**

**QUALIFICATIONS:**

1. Be at least a high school graduate or equivalent.
2. Must have a current First Aide and CPR Certification.
3. Meet the health qualifications required of teacher.
4. Have a general understanding of the purposes and organization of public education.
5. Have a general understanding of Special Education and each disability and how they relate to student performance and behavior.
6. Have effective oral and written communication skills.
7. Demonstrate emotional stability and the ability to work well with others
8. Be able to provide for the health, safety and welfare of all students.
9. Be able to analyze a task/job as a whole and break down into simple steps and communicate these to the student.
10. Be able to assist students with specialized equipment, including, but not limited to, computers, wheelchairs, augmentative communication devices, prone standers, therapies, etc.
11. Be able to maintain the same high level of ethical behavior and confidentiality of information about students as expected of fully licensed teachers.
12. Be flexible in the scheduling of lunch as determined by student needs and I.E.P. goals.
13. Be willing to learn to use equipment/materials associated with inclusion, transitional community-based education, or vocational program settings. This may include assisting students during the use of public/county transportation systems.
14. Shall be capable of lifting/restraining/transferring students.
15. Be willing and capable to attend to the personal hygiene/toileting/bathing needs of students located in the school. Catheterization may be required.
16. Be willing to perform specialized health care procedures as designed by the school nurse. Be willing to receive training in specialized health care procedures.
17. Be willing and capable to perform therapies as prescribed by physical/occupational therapists. Be willing to receive training by the licensed therapist.

**DUTIES:**

1. Work with individual students or small groups of student to reinforce learning of materials or skills initially introduced by the teacher/therapist.
2. Assist the teacher in devising special strategies for reinforcing material or skills based in the understanding of the individual students, their needs, interests, and abilities.
3. Assist with the supervision of students during emergency drills, assemblies, play periods, but duty, lunch periods, detention, field trips, and school activities.
4. Assist teachers in carrying out all daily school activities, including formal observation and assessment of student skill levels.
5. Assist the teacher in developing and implementing individual behavior management program.
6. Assist students with personal hygiene, toileting, and implementing toileting programs not limited to only special education students.
7. Assist in preparation of the classroom and materials.
8. Check notebooks, correct papers and supervise testing and make-up work as assigned by the teacher.
9. Shall function as an extension of the classroom teacher in the special classroom, any mainstreamed program, inclusion and/or any Transitional/Vocational or community-based program requested. The Transitional/Vocational or community-based program may be located at a site other than the assigned school.
10. Serve as the chief source of information and assistance to any substitute teacher assigned in the absence of the regular teacher.
11. Participate in staff meetings as assigned by building administrator/supervisor and/or Transportation Department.
12. Shall participate and complete special in-services for special specific class assignment. (i.e., CPR, First Aid, Crisis Intervention and any other in-services which may be required to assist specific students.)
13. Shall dress in a manner that is not distracting to the students and shall conduct oneself in all phases of assignment in a manner befitting the position.
14. May be utilized in other education programs within the building based upon the student needs/caseloads at the discretion of the building administrator/supervisor.
15. Shall participate and complete training in specialized health care procedures. Will perform specialized health care procedures as designated by the school principal or special education supervisor after training has been provided.
16. Shall work as a department aide who may involve meeting the needs of students who are part of inclusion and may be required to work in more than one classroom during the day.
17. Exhibits promptness relative to schedules and work assignments.
18. Participate in in-service training to upgrade skills.
19. Shall assist the bus operator as needed.
20. Shall perform other related duties as may be assigned by the immediate supervisor.