Notice of Vacancy

Northwest Community Schools
6900 Rives Junction Road
Jackson, MI 49201
517-817-4726
Fax: 517-569-2395

Date: July 18, 2019

Position: Special Education Aide
10-Month Position

Location: Northwest Kidder Middle School

Hours: 7.0 Hours Per Day

Start Date: August 19, 2019 (approximately)

Qualifications: See attached job description. Must meet NCLB qualifications.

Hourly Pay: Internal Candidates: Step 1, or Per Contract
External Candidates: 90% of Step 1, Per Contract

Benefits: Dental, Vision, Life, and LTD (no cash option) after completion of probationary period

Deadline: July 25, 2019, or later until filled

Procedure: Submit letter of intent (internal candidates) or cover letter and resume (candidates not currently employed within the classification at Northwest Community Schools) by first class mail, fax, or email to:

Cindy Devereaux – Central Administration Office
Northwest Community Schools
6900 Rives Junction Road
Jackson, MI 49201
Email: cindy.devereaux@nwschools.org
Fax: 517-569-2395

[Signature]
Geoff Bontrager, Ed.S.
Superintendent
NORTHWEST SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Special Education Aide
REPORTS TO: Building Principal

QUALIFICATIONS:
1. Demonstrate organizational ability with clerical duties as well as maintaining files and materials.
2. Ability to anticipate tasks that need to be done, follow directions, and carry out duties as assigned by the teacher and/or building administrator.
3. Knowledge and demonstrated ability in dealing with children with oppositional behavior.
4. Knowledge and demonstrated ability to deal in a positive manner and provide discipline for aggressive and emotional behavior of designated students.
5. Knowledge and demonstrated ability to provide required assistance for any unique needs of designated students.
7. Regular attendance is mandatory.
9. Must meet the Highly Qualified requirements for NCLB.
   ... Complete at least two years of study at an institution of higher education (equal to 60 semester hours); or
   ... Obtain an Associate's (or higher) degree; or
   ... Demonstrate, through a formal academic assessment test (ETS Parapro Assessment), knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading, writings, and mathematics readiness).
10. Experience working with special needs children.

SUPERVISES:
Special needs students in areas and classrooms as directed by the principal.

JOB GOAL:
Provide support for special needs student(s) in the educational setting. Facilitate inclusion of special education student(s) in regular education programs.
PERFORMANCE RESPONSIBILITIES:
1. Supervise arrival of designated students. Includes pick-up from bus and indirect observation to classroom, when needed.
2. Work directly with classroom teacher to implement the plan for remediation of behavior and educational goals.
3. Work directly with the student(s) to reinforce educational and behavioral skills.
4. Assist in implementation of behavior plan.
5. Supervise and assist in toileting of designated students, if necessary.
6. Supervise and assist designated students in locomotion within classroom and school.
7. One-on-one instruction with designated students or small group instruction.
8. Supervise and assist class academics and participation of designated student(s).
9. Supervise and assist in classroom management, including controlling outbursts and temper tantrums by designated student(s).
10. Ability to restrain or retrieve student(s) in moments of crisis.
11. Assist designated students in preparation for recess.
12. Supervise student(s) at recess and lunch.
13. Supervise and assist student(s) in care of personal belongings and personal hygiene.
14. Attend meetings concerning designated student(s).
15. Follow directions from ISD personnel concerning designated student(s) and relaying said information to the teacher, and vice versa.
16. Plan and prepare special classroom activities for designated student(s).
17. Assist students in preparation for departure, and accompany to bus.
18. Physically move/lift handicapped student(s) to and from toilet and diaper changing and be able to work with a colostomy bag and catheter.
19. Must be able to lift 40 pounds or more.
20. Willingness to learn new communication strategies like Braille and Sign Language.
21. Other duties as assigned by teacher and administrator.

TERMS OF EMPLOYMENT:
Salary, benefits, and working conditions will be according to the working agreement between the Northwest Board of Education and the Northwest Educational Support Personnel.

EVALUATION:
The Building Administrator will evaluate performance at least annually.