



POSITION: Special Education Clerical Aide

REPORTS TO: Head of School

EMPLOYEE STATUS: Exempt

JOB QUALIFICATIONS:

- High school diploma or equivalent
- Two (2) years successful experience working with children in an educational setting
- Ability to work effectively between the school and community
- Effective written & verbal communication skills · CPI Certificate, once employed preferred
- Para-professional certification or completion of two years or more of study at an institution of higher education
- Experience using computer programs: eSped, MS Word, MS Excel, Google Suite

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED: Skills to problem solve, communicate effectively, and facilitate the direction of personnel and programs. Abilities to collaborate, solicit and consider input, guide others, make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include sit for prolonged periods, reaching/handling/keyboarding, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation.

PRIMARY PURPOSE: Assists special education teacher in overseeing implementation and the maintenance of special education programs and services compliant with district procedures, and state and federal laws; including but not limited to, distribution of IEP documents, consultation with general education teachers, providing written support and/or conveying information; (e.g. goal tracking) serving as a resource to school personnel.

DUTIES AND RESPONSIBILITIES: The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties and responsibilities noted herein, however, this list represents examples only, and is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Model core organizational mission, vision and philosophy; perform duties in an effective and efficient manner for the purpose of supporting and contributing to cultivating a passion for learning in our students
- Respond to routine requests, and refer calls, inquiries and visitors to appropriate staff (teacher, counselor or principal)
- Work with students, parents and teachers to maintain effective communication
- Collaborate with district personnel and peers for the purpose of implementing and maintaining services and/or programs.

- Coordinate program components, support needs and materials for the purpose of delivering services which conform to established guidelines.
- Implement special education programs and curricula for the purpose of providing FAPE to each eligible student. inp
- Prepare and maintain all records dealing with students as required by the Texas Education Agency, including IEPs for new students, withdrawn students, and current students.
- Maintain recurring internal reports, such as annual compliance reports, office equipment listings, correspondence controls, etc. Requisition supplies, printing, maintenance or other services · Assist SPED teacher in preparing for Admission Review and Dismissal meetings.
- Assist with administration and scoring of objective testing instruments or work assignment.
- Conduct instructional tasks assigned by the SPED teacher; work with individual students or small groups.
- Help manage the behavior of assigned students; as needed and according to district policy.
- Assumes responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
- Regularly assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
- Occasionally assists students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene according to their needs.
- Assist with monitoring and maintenance of medical devices that are needed to maintain the health and safety of students, if applicable.
- Attend and participate in faculty meetings and special events.
- Utilize effective communication skills; ensure that all interactions with students, district personnel, and parents are supportive, courteous, and respectful.
- Maintain confidentiality.
- Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
- Participate in staff development training programs to improve job performance.
- Comply with the Professional Code of Ethics and Standard Practices for Texas Educators.
- Perform other related duties as assigned.

EQUIPMENT USED: Personal computer, copier, printer, calculator, laminator, di-cut machine, fax machine, telephone, iPad and other equipment as specified in IEPs.

PROGRAMS USED:

eSped, Microsoft Excel, Microsoft Word, Google Suite

WORKING CONDITIONS: Maintain emotional control under stress. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing, crouching, crawling, reaching, climbing and pulling could be needed. May be required to lift and carry moderate weight, 15-44 pounds. Remain flexible during unexpected changes or transitions. Potential exposure to bodily fluids and communicable diseases.

ACKNOWLEDGMENT: Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Aristoi Classical Academy is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or ability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.