

Norwood City School District

JOB VACANCY 2016 - 2017

POSITION: Student Assistant Aide (View): 7 hours per day / 5 days per week

QUALIFICATIONS: See Attached Board Approved Job Description for qualifications and responsibilities. (NCLB Title I schools require two years of college or equivalent passage of the Parapro test when hired.)

SALARY 2016-2017:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	\$13.33	\$13.77	\$14.35	\$14.88	\$15.38	\$15.69

Highly Qualified will receive 25 cents more on the hour.

Members of AFSCME 3136 will be considered first if they meet requirements for this position.

Anyone interested in bidding for one of these positions should do so in writing to Norwood View Principal Lin Yates at yates.l@norwoodschoos.org.

Post January 6, 2017

Remove posting January 12, 2017 end of day

It is the policy of the Norwood City School District that educational activities, employment, programs and services are offered without regard to race, color, national origin, gender, religion, disability or age.

Norwood City School District

JOB DESCRIPTION

Job Title: Student Assistant
Reports To: Principal, Special Education or Pre-school Teacher
FLSA Status: Classified
Approved By: Board of Education
Approved Date: 06/20/02 (Revised 2/17/05)

GENERAL DESCRIPTION

Assists special education teachers with duties and tasks related to special education students and programs by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists children with and without disabilities with educational, behavioral and personal health-care needs within the educational setting.

Researches and assembles, under the directive of the teacher, materials to be used with a student.

Maintains the classroom when the teacher is temporarily out of the classroom.

Assists in transporting or assisting children to and from classes, playground, transportation means and other required areas.

Prepares charts and graphs when needed, for visually impaired students.

Adapts and converts classroom activities into Braille, tapes and books when needed.

Assists children with personal, feeding, toileting and health-related needs.

Provides teachers assistance in preparing materials for instructional and classroom use.

Provides clerical services as needed.

Accompanies students to regular education classes and helps to implement all accommodations and modifications.

Works with special education students in all IEP areas.

Maintains appropriate classroom discipline under the teacher's supervision.

Supervises students in the school setting at the direction of the teacher.

Assists in maintaining appropriate classroom management and orderly operations.

Completes data collection, recordkeeping and other paperwork requested by the special education teacher.

Assumes responsibility of maintaining up to date knowledge of technology utilized by the district.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent. Experience with personal computers is preferred. Knowledge of Braille system and writer is required on an as-needed basis. Experience with manipulative objects is required on an as needed basis. **(NCLB Title I schools require two years of college or equivalent or passage of the Parapro Test.)**

LANGUAGE SKILLS

Ability to communicate effectively with students, parents, colleagues and administration. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports and documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid certificate/license as issued by the Ohio Department of Education

OTHER SKILLS AND ABILITIES

Ability to apply knowledge of current research and theory based on school objectives. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers where applicable. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear. The employee frequently is required to stand and stoop, kneel, crouch or crawl. The employee is occasionally required to walk, sit, use hands to finger, handle or feel and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.