

Farragut Community School District

Job Title: HIGH SCHOOL SPECIAL ED AIDE

Reports to:

FLSA Status: ___ Exempt ___ Non-Exempt

Status: ___ Full Time ___ Part Time
___ Hourly ___ Salary

Date Revised: 11-13-06

Basic Function: Under the direction of a Principal, assist a certificated teacher in providing instruction to individuals or small groups of students in an assigned special education program; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties in support of the instructional program.

Essential Functions:

1. Under the supervision and with instruction of the teacher, assist in individual and small and large group instruction.
2. Supervise students in the lunchroom, restrooms, halls and in those areas as requested.
3. Monitor classes during teacher absences of short duration.
4. Operate audio-visual equipment.
5. Assist in preparation of instructional materials.
6. Assist in location of resource materials.
7. Perform clerical tasks such as making telephone calls, filing and maintaining student records.
8. Assist in field trips.
9. Score tests.
10. Be patient with students utilizing firmness, friendliness and fairness.
11. Maintain confidentiality.
12. Know emergency procedures for the building and classrooms within which you work.
13. Report incidents of unusual nature to teachers and principal.
14. Communicate and cooperate with staff members.
15. Participate in professional training.
16. Follow district policies.

Specifications/Qualifications:

1. Have the ability to work effectively with children.
2. Have the ability to operate and maintain a variety of technological equipment.
3. Have the ability to communicate effectively with others.
4. Have the ability to function within the framework of the school environment (class periods, bell schedules, etc.)
5. Have a high school diploma and previous technology experience.

Physical Requirements:

- Must be able to pass physical examination every three years as required by the Board of Education.
- Must be able to work collaboratively with others.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Any employee not covered by a negotiated contract agreement is an "at-will" employee.

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____