

Telephone: 906-863-5665



Fax: 906-863-7776

JOB POSTING

POSITION: Special Education Classroom Aide
(Located in Stephenson and Menominee)

QUALIFICATIONS: High School Diploma

SKILLS REQUIRED: Assist the teacher in developing the skills of the students; help pupils who may be having difficulty in understanding or keeping up with the class; perform such tasks as making copies, preparing teaching materials, preparing and serving lunch/beverages, etc. as described in their Individual Education Plan.

APPLY TO: Attn: Janene
Menominee County Intermediate School District
1201 - 41st Avenue
Menominee, MI 49858
careers@mc-isd.org

POSTED: August 9, 2017

DEADLINE TO APPLY: Open until filled

E.O.E.

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1201-41st Avenue
Menominee, MI 49858
<http://mc-isd.org>

JOB DESCRIPTION SPECIAL EDUCATION AIDE

QUALIFICATIONS:

- High School diploma (Note prefer Associates Degree in Educational Field or meet qualifications of No Child Left Behind to qualify as Instructional Aide.)
- Demonstrate aptitude for work to be performed.
- Must be able to lift and position students, physically restrain students safely when required and to bend, kneel and sit on the floor when required to do so.
- Such alternative to the above qualifications as the Board may find appropriate and acceptable

REPORT TO:

- Director of Special Education with daily assignments directed by Classroom Teacher

PERFORMANCE RESPONSIBILITIES:

- Function as a member of educational team.
- Assist students during lessons to accomplish success.
- Support teacher by working with individuals or small groups of students on follow-up activities as directed by teacher.
- Prepare as requested teaching materials required for lessons.
- Prepare and administer snack and lunch under teachers direction and clean up food area.
- Assist the student with non-instructional duties of toileting, putting on and taking off clothing, eating and mobility both in and out of the classroom.

- May be required to meet the bus in the morning and get students to the bus when class ends.
- Assist the instructional team by working cooperatively with all staff assigned to the program.
- Assume responsibility for student supervision during the work day, recess and/or outside activities and emergency drills.
- Maintain the same high level of ethical behavior and confidentiality of information about students as expected of professional staff.
- Serve as chief source of information and assistance to substitute teacher assigned to classroom.
- Participate in in-service training programs as assigned.
- Participate in field trips when required to do so.
- Follow teacher directions when given.
- Other duties as may be required to meet student or program needs.

TERMS OF EMPLOYMENT:

Hours of work will be determined by each program and their locations.
(Note: Teacher may require additional hours of work to meet program activity needs.

Days of work will be determined by program school calendar.

Wages and fringe benefits as specified by Board Action and as recorded in
Employment Guide for Part Time and Full Time employees.

EVALUATION:

Performance of this job will be evaluated by the Director of Special Education in accordance with provisions of the Board's policy on evaluation of special education aide personnel.