

NEW CANEY INDEPENDENT SCHOOL DISTRICT

TITLE: Student Support Program (SSP) Aide, Excel

QUALIFICATIONS:

1. High school diploma of GED
2. Valid Texas Educational Aide Certificate
3. Two (2) years of experience working with children
4. Ability to work well with children with disabilities
5. Ability to follow verbal and written instructions
6. Ability to communicate effectively (verbal)
7. Knowledge of general office equipment and computer systems
8. Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

SPECIAL WORKING CONDITIONS: **Mental Demands/Physical Demands/Environmental Factors:** Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting and / or restraint of students; biological exposure to bacteria and communicable diseases.

REPORTS TO: Campus Principal and teacher(s) assigned

PRIMARY PURPOSE: Assist the special education teacher to provide for the physical and instructional needs of students with disabilities in a special education setting. Assist in the implementation of classroom programs, including self-help, behavior management, and instruction. Work under the general supervision of the principal and the immediate direction of a certified teacher.

TERMS OF EMPLOYMENT: 187 days

WAGE/HOUR STATUS: Nonexempt (IS-2)

MAJOR DUTIES AND RESPONSIBILITIES:

1. Uphold and enforce school rules, administrative regulations, and state and local board policy.
2. Use of program behavior system of student management.
3. Assist students with physical disabilities according to their individualized needs.
4. Assist students with physical needs and personal care including bathroom needs, and personal hygiene. This may include performing basic medical procedures under the training of a registered nurse.
5. Assist in managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed.
6. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
7. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
8. Assist in supervising students throughout the school day, both inside and outside the classroom including lunchroom, bus duty and playground.
9. Keep the teacher informed of any special needs or problems of individual students.
10. Assist the teacher in preparing instructional materials and classroom displays.
11. Assist in maintaining a neat and orderly classroom.
12. Assist in inventory, care, and maintenance of equipment.
13. Assist the teacher in keeping administrative records and preparing required reports.
14. Provide orientation and assistance to substitute teachers.
15. Maintain confidentiality.
16. Participate in staff development training programs, faculty meetings, and special events, as needed.
17. Meet regular and predictable attendance requirements.
18. Observe all safety rules and keep work areas clean and orderly at all times.
19. Perform other duties as may be assigned.

The above statements are intended to describe major job functions of the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required. The superintendent may assign additional duties when deemed appropriate.

EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of paraprofessional personnel.

NCISD 3/09

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties of this position as outlined above.

Printed Name

Signature

Date