



FLSA Status: Non-exempt

Grade: K-5 (Educational Support) Revision

Date: December 2023 Location: Elementary School

Job Summary

Assists the teacher in implementing instructional procedures and objectives for special education students. Reinforces and implements instructional activities as prescribed by the teacher to provide additional time for instruction and guidance.

Duties and Responsibilities

- Prepares classroom materials in accordance with needs of children; assumes partial responsibility for arranging and decorating the classroom environments to fit the needs of, and interests of, young developmentally delayed, emotionally disturbed, learning disabled, and/or other special education students. Encourages and assists students develop self-help skills.
- Works with individuals, small groups, or large groups of students as assigned by teacher.
- Collects data on student performance and progress as directed by the teacher.
- Observes and monitors students' progress and emotional behavior. Assists in maintaining complete and accurate student records.
- Accompanies students to and from lunchroom, buses, and on field trips. Escorts children as needed to classroom activities.
- Assists the teacher with classroom discipline. Assists classroom teacher in providing for the social, emotional, and physical needs of special education students. Takes appropriate action in instances of special medical needs.
- Monitors students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment.
- Assists students in the mainstream daily and supports Guidance Counselor with IEP formation, meetings and implementation..
- Provides input to the teacher in planning daily and long-range programs for students.
- Assists in skills practice and reinforcement activities previously introduced by the teacher, either individually or in small groups.
- Performs clerical duties, including preparing and operating audiovisual equipment, photocopying, laminating, typing, and other computer related skills. Checks and updates files, attendance, and other classroom operation records. Maintains a clean and orderly environment.
- Participates in school and district staff development programs and scheduled meetings.
- Models the FCA Strategic Plan .
- Performs other duties as assigned.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

- High school diploma or GED certificate.
- All exceptional education instructional assistants must complete the required autism paraprofessional training as outlined by the Florida Department of Education and provide documentation to Human Resources to be eligible for employment.
- Ability to communicate clearly and effectively both verbally and in writing.
- Basic computing and spelling skills required.
- Concern for general welfare of children, ability to accept and support all children, and maintain confidentiality.
- Experience in nursing, childcare, or special education preferred.
- Ability to maintain effective working relationships with teachers, parents, students, and administrators.
- Patience, flexibility, dependability, interest, punctuality, and ability to follow directions.
- Special Education Aide I: completion of a minimum of 24 hours of college credit.

Supervision Exercised

Monitors classroom activities in absence of the teacher.

Supervision Received

Performs duties under the supervision of principal and Lower Level Department Head. Reports directly to the teacher to whom assigned; receives annual performance evaluation from principal.

Working Conditions and Physical Requirements

Subject to a wide variety of behavioral situations associated with developmentally-delayed students. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate to loud. Duties may involve risk resulting from attending to students' physical or sanitation/hygiene needs. Significant standing; some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Must have the ability to lift or move 50 lbs.

This job description in no way states or implies that these are the only duties to be performed by this employee. The incumbent will be required to follow any other instructions and to perform any other related duties as assigned by the principal or appropriate administrator. Faith Christian Academy reserves the right to update, revise or change this job description and related duties at any time.