

## **SERIES 500 - PERSONNEL**

### **Support Staff Job Descriptions and Evaluation - 560**

#### **Job Description and Evaluation for School District Classroom Special Education Aides (Paraeducators) (567.1)**

##### **RESPONSIBLE FOR**

School District Special Education Aides are responsible for assisting in meeting the educational needs of school district students with disabilities, as outlined by the School District Special Education Teacher/Case Manager in accordance with the student(s) individual education program (IEP). School District Special Education Aides are also responsible for the continuous communication of educational issues regarding special education students to the School District Special Education Teacher/Case Manager.

##### **REPORTS TO**

School District Special Education Aides report to and are under the supervision of the District Special Education Director. The District Special Education Director is responsible for all assignments for all School District Special Education Aides.

##### **SPECIFIC RESPONSIBILITIES**

All school personnel are required to perform the following tasks as School District Special Education Aides:

- Performs duties under the immediate supervision of the special education teacher to which they are assigned.
- Performs clerical tasks which may include, but are not limited to photocopying and filing, as directed by supervisor.
- Assists students with academic tasks and monitors behavioral needs.
- Monitors student activity and reports behavioral concerns to supervisor immediately.
- Performs physical duties to assist students with self-care needs which may include, but it not limited to, lifting, diapering, feeding, and toileting.
- Maintains confidentiality of student needs and records.
- Assists in scheduling of daily routine to accommodate students' needs and regular education classes.
- Maintains a neat and orderly working environment.
- Shall be on time for all regular duties including lunchroom, bus, or recess supervision, as assigned.
- Shall participate in emergency evacuation procedures, such as tornado and fire drills, with the cooperation of the supervisor and District Office.
- Attends workshops and other training which pertain to student needs.
- Performs any reasonable duty as requested by School District Administration and immediate supervisor.

##### **EMPLOYMENT REQUIREMENTS**

All persons looking to gain or maintain employment as a Special Education Aide in the Norwalk-Ontario-Wilton School District must:

- Be able to read and comprehend written and verbal instructions.
- Successfully obtain and maintain special education aide licensure through the Wisconsin Department of Public Instruction.
- Pass a pre-employment physical.
- Maintain very good personal hygiene practices.
- Act with conduct that is consistent with school district policies and procedures.

## **WAGES AND EMPLOYMENT**

Wages for all Special Education Paraeducators will be voted on by the Norwalk-Ontario-Wilton Board of Education. The District Administrator has the sole responsibility to issue Letters of Assignment for employment. All benefits in being a Special Education Paraeducator are described in the Norwalk-Ontario-Wilton Support Staff Handbook.

## **EVALUATION OF SCHOOL DISTRICT SPECIAL EDUCATION AIDES**

The evaluation of School District Special Education Aides will be done a minimum of once every two years by the Special Education Director. If concerns arise about the performance of a particular aide, the Special Education Director will evaluate the aide annually. The person employed as a School District Special Education Aide will be evaluated on the duties outlined in this policy, the general employability skills that consist of attendance, attitude, the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the Special Education Director may write a narrative, or use a rank-order scale to evaluate how each School District Special Education Aide is performing each task listed. If a rank order scale is utilized, the following values will be used to determine employee performance:

- 5 = Exceptional
- 4 = Very Good
- 3 = Above Average
- 2 = Average
- 1 = Poor

Any employee will be given an opportunity on the evaluation to write responses to any comments made on the evaluation. Either party involved in the evaluation process may call for a face-to-face meeting over the evaluation. School District Special Education Aides must return a signed evaluation to the District Administrator within five business days after receiving the evaluation.

Adopted: 1/16/12

Revised: 10/12/2015