

SPECIAL EDUCATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves aiding students with disabilities in a variety of routine tasks with the primary emphasis of the position caring for the physical, academic and behavior needs of the child. An employee in this class may perform various classroom record keeping tasks as directed by a teacher or other professional supervisor and may provide assistance to students in completing assigned projects. Detailed instructions and supervision are received at the beginning of employment and on new assignments. Work is performed under the direct supervision of a teacher or other professional supervisor who reviews work while in progress and upon completion. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists children needing physical assistance by transferring with lifting and mobility or orthopedic devices;

Provides physical assistance for all activities of daily living (dressing, toileting, etc.);

Positions students in special equipment;

Redirects student behavior;

Attends to children who are ill, who have seizures or other medical conditions;

May provide assistance to students in completing assigned projects;

May perform record keeping tasks such as the maintenance of attendance and the entering of grades.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good Knowledge of the care of children; some knowledge of first-aid methods; ability to learn how to provide specific assistance with students with disabilities; ability to establish a good

relationship with the students and to work effectively with the teachers, therapists and other school personnel; ability to understand and follow oral and written directions; ability to maintain emotional control under stress; ability to learn and use the therapeutic hold as required; and ability to lift students.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an Equivalency diploma.

Special Requirement: *Training in behavior interventions will be required after appointment.*

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Originated: 8/01/2012:
Jurisdictional Class: Non-Competitive
Public Hearing: Pending
NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 8/30/2012
Revised and Replaced in Classplan: 3/29/2023