

## **TEACHER AIDE (SPECIAL SERVICES)**

**DISTINGUISHING FEATURES OF THE CLASS:** Assists school teachers in the performance of their teaching functions by performing varied duties associated with the teaching process necessary to accommodate sensory impaired students. Although this title is similar to Teacher Aide, in that it functions to relieve school teachers from duties, which while related to the teaching process, can be performed by non-professional personnel, it differs from Teacher Aide in that it may require specialized skills and knowledge used to assist students with special needs. Examples are the ability to read and transcribe Braille for visually impaired students and the ability to use sign language and special audio equipment for hearing impaired students. It is necessary to separately classify this position to insure continuous services to this student population. Does related work as required.

**EXAMPLES OF WORK:** (Illustrative only)

- Proctors and otherwise helps to conduct examinations;
- May assist teachers in the correction of test papers, recording of grades, maintaining files and preparing statistical reports;
- May be required to work closely with individual children on specific learning problems such as spelling, punctuation and grammar;
- May be required to give close supervision to children in special classes;
- Uses specialized skills to communicate with individual students in the educational process;
- Coordinates material with classroom teacher and presents to students in an understandable format;
- Facilitates communication by assigned students with various teachers and other students;
- Provides positive reinforcement to assigned students in all aspects of the educational experience;
- Provides "background information" for students when appropriate;
- Assists students in having appropriate materials and organizing assignments;
- Accompanies students on field trips to provide an account of what other students see/hear.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Good general intelligence; ability to establish good relationships with children and others; familiarity with classroom routine; good background or knowledge in specific field where specialized duties are involved; above average clerical aptitude; resourcefulness in conducting above described activities indirectly related to teaching process; neat personal appearance; ability to maintain discipline; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from high school supplemented by demonstrated proficiency in necessary specialized skills.