Classroom Aide Information

POSITION:	**SUBSTITUTE Special Education Aide** **(Location - Menominee)**
QUALIFICATIONS:	High School Diploma or Equivalent
SALARY:	In accordance with the Employment Guide for Non-Represented Employees. 2021-22 hourly rate, $12.15.

POSITION:	**Special Education Classroom Aide/Bus Aide** **(Location - Menominee)**
QUALIFICATIONS:	High School Diploma or Equivalent
SKILLS REQUIRED:	Assist the teacher in developing the skills of the students; help pupils who may be having difficulty in understanding or keeping up with the class; perform such tasks as making copies, preparing teaching materials, preparing and serving lunch/beverages, etc. as described in their Individual Education Plan.
SALARY:	In accordance with the Employment Guide for Non-Represented Employees. 2021-22 hourly starting rate, $12.50-$15.00.

POSITION:	**Special Education Instructional Aide** **(Location - Menominee)**
QUALIFICATIONS:	Associates or higher degree in related field; or have completed 60 semester hours; or passed the State approved test (ETS Assessment).
SKILLS REQUIRED:	Assist the teacher in developing the skills of the students; help pupils who may be having difficulty in understanding or keeping up with the class; perform such tasks as making copies, preparing teaching materials, preparing and serving lunch/beverages, etc. as described in their Individual Education Plan.
SALARY:	In accordance with the Employment Guide for Non-Represented Employees. 2021-22 hourly starting rate, $12.50-$16.50.

POSITION:	**General Education GSRP Associate Teacher** **(Location – Menominee, Stephenson)**
QUALIFICATIONS:	Must Meet Associate Teacher requirements designated by State of Michigan Board of Education. Must complete ISD GSRP Associate Teacher Compliance Plan and have a minimum of one of the following: Associate's Degree (AA) in early childhood education or child development or the equivalent; or a valid Center-Based Preschool CDA credential; or an existing 120 Hour Approval
SALARY:	In accordance with the GSRP Staff Handbook. 2021-22 hourly starting rate, $15.00-$16.00.

Telephone: 906-863-5665

MENOMINEE COUNTY ISD
Intermediate School District

Fax: 906-863-7776

1201- 41st Avenue
Menominee MI 49858
Http://mc-isd.org

TITLE: Special Education Aide; Special Education Instructional Aide

QUALIFICATIONS: High School Diploma or equivalent and/or completion of advanced training whose special education instructional aide training program has been approved by MDE. Experience working with special needs population preferred. Have an understanding and interest in the needs of special education students.

REPORT TO: Classroom teacher, Program Principal, Director of Special Education

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Function as a member of the educational Team
Help facilitate inclusion of students in to general education settings
Assist in the educational and social development of students under the direction of teacher and IEP-Team members
Demonstrate knowledge of student needs including: medical, educational, sensory, speech/language, social/emotional, recreational, vocational, etc as identified by IEP-Team and implement interventions as warranted
Assist students during academic lessons
Demonstrate ability to follow written/verbal directives, time management, organizational skills and flexibility in order to meet student/classroom needs
Follow all behavior plans developed by the IEP-Team
Reinforce behavioral expectations as directed by the classroom teacher
Support student by working individually or in small groups on activities as directed by the teacher
Assist with preparation of teaching materials and documentation of student progress as directed by teacher
Participate in professional training as assigned; comply with all CPI training mandates
Prepare, administer and clean snack/lunch/breakfast area under teacher direction
Assist students with functional tasks of dressing, eating, mobility, toileting, communicating, etc assigned by the teacher
Assist with transportation needs by staffing rides; getting students to/from and on/off the vehicles
Model appropriate hygiene, dress, communication, demeanor and interaction with others
Assist with field trips, emergency drills, activities outside of the classroom and student supervision under direction of teacher
Observe and accurately record data as instructed by the special education teacher
Escort, supervise and assist students in various settings throughout the school building
Facilitate appropriate social interactions with students by modeling and reinforcing acceptable behaviors
Cooperate and work with all members of the IEP-Team, collaborate with school staff and outside agencies
Assist substitute teachers/staff with classroom and student schedule
Exhibit high level of professionalism with the ability to handle confidential information, use good judgment, plan and handle complex student/family needs.
Make all efforts to assure the safety and well being of every student and staff member
Ability to lift up to 150 pounds - appropriately use lifting devices
Ability to perform activities with students including but not limited to: bending, walking, standing, sitting on floor, lifting students, positioning students, transferring students, restraining students, go up and down stairs, kneel, run, swim, carry materials, operate durable medical equipment, assist with wheelchairs and stands, operate bus/van lift.

Provide accurate information of students to staff members/Team members
Perform specialized skills as required which may include use of visual schedule, sign language, trachea suctioning, catheterization, feeding tube, assistive technology & approved physical management interventions
Refer questions from families to appropriate staff member
Perform other duties as assigned

REQUIREMENTS:
Maintain confidentiality
Be flexible, willing to listen and make changes when needed
Possess valid driver's license; maintain all required training certifications/licensure
Regular and reliable attendance
Daily travel
Pass all required background checks
Ability to work independently and as part of a team
Ability to communicate effectively; Excellent verbal and written skills
Ability to multitask and carry out duties as assigned
Ability to complete assigned tasks with or without direct supervision
Ability to integrate technology into everyday workflow
Ability to develop and maintain successful working relationships with students and school staff
Ability to define problems, collect data, establish facts and draw valid conclusions
Practice safe work habits
Knowledge of special education policy, law and best practices
Adapt to frequent changes in work environment
Occasional irregular or extended work hours to meet multiple demands
Carry out the mission and values of the MC-ISD

TERMS OF EMPLOYMENT: Hours of work are determined by each program and its location. Days of work will be determined by program school calendar. Additional hours may be required to meet program activity needs. Wages and benefits as determined by Board action are outlined in the *Employment Guide for Part Time and Full Time employees.*
EVALUATION: Performance of this job will be evaluated in accordance with provisions Of the Board Policy on evaluation of part time and full time personnel.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Menominee County Intermediate School District Bylaws and Policies which are housed in the Superintendent and Departmental Offices during normal business hours.

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Signature Date

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665.

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