



# Special Education Instructional Aide Substitute

### Position Description

The Special Education Instructional Aide Substitute for a special classroom is a certified aide working under the direction of a classroom teacher.

### Position Requirements

- Supervise students during the noon lunch and recess periods assist with supervision on field trips.
- Assist the teacher during classroom instruction, e.g. listening to small groups of children in conversation, preparation of science and social studies projects, helping children in individual library research, duplicating materials for use in the special education classroom and correcting student papers.
- Perform miscellaneous duties such as collecting money for milk, lunch tickets, etc.
- Keep records of textbooks, workbooks, prepare bulletin board displays, and assist in the general classroom housekeeping.
- At the conclusion of the teaching day, confer with the teacher regarding the day’s progress and procedures for the next day.
- Attend in-service programs to increase and improve their knowledge and skills, which pertain to the duties in the classroom as required by the Board of Education.
- Perform specialized duties related to individual student and personal needs, including toileting and bathing as well as lifting and positioning individual students.
- Such other duties within the scope of the position of Special Education Instructional Aide, including one-on-one services, as decided upon by the teacher, building principal, superintendent, and Board of Education.
- Willing to assist students in the swimming pool.
- Assist individual students with on the job training.
- Any other duties as may be assigned.

### Necessary Qualifications

- The applicant must be able to meet the qualifications of the State Department of Public Instruction.
- Must hold an Instructional Aide special educational license.
- Ability to maintain good relationships with children and other personnel.
- Be willing to work under the direct supervision of the teacher.
- Ability to aid in lifting and moving students up to 100 pounds.
- Familiar with assistive technology devices.

**Salary:** \$14.00                      **Hours:** During the school day

Interested persons must sign personally: → \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date to be Posted 9/15/2023 Posted by KH  
Date to be Removed until filled

Plymouth Joint School District does not discriminate on the basis of sex, handicap, age, race, color or national origin in the education programs or activities it operates and in employment.

\*Interested individuals who are not employees of the district should complete the application form on our website ([www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us)) and return it to the district office.