

MULTIPLE HANDICAPPED CLASS AIDE

Qualifications

1. Good health with the ability to lift 50 pounds, bend, stoop, position and transfer
2. Knowledge of educational processes for individuals with multiple handicaps/autism
3. Ability to work with students with multiple handicaps/autism and developmental disabilities
4. Knowledge of instructional media and assistive technologies
5. Ability to develop and maintain positive, effective working relationships with students, parents, co-workers, supervisors and the general public
6. Ability to recognize unusual or threatening situations and take appropriate actions
7. Ability to prepare instructional materials
8. Excellent communication skills, written and verbal
9. High school diploma required, associate degree in education preferred
10. Eligible for an aide permit through the Ohio Department of Education
11. Must possess and maintain valid Ohio Drivers License and be insurable (if required to transport students)

Responsibilities

1. Assists instructor in supervision and education of students
2. Assists other staff members in the development and implementation of educational, physical and behavioral development
3. Helps plan and present lessons, assembles and prepares materials for use in class, operates media and adaptive equipment and computers;
4. Conducts group and individual activities
5. Implements and documents individual training in self-help skills (e.g. toileting, self-feeding, bathing, grooming, etc.), language skills, social, vocational, behavior management and all curricular areas; assists with the implementation of various therapy objectives
6. Assists with personal care of students including lifting, positioning, toileting, feeding, catheterizing, G-tube feedings, dispensing medication and other needs as required
7. Assists with supervision of students during recreational and social activities
8. Supervises students in the community and various school sites
9. Provides supervision and training during field trips and excursions. May transport students
10. Assists in planning and organizing family activities and community awareness
11. Disinfects equipment if necessary and cleans area as necessary
12. Maintains records and reports in a timely and accurate manner, consistent with all standards (i.e. attendance records, bus slips, lunch moneys, etc.)
13. Performs other duties as assigned by the teacher and/or building principal

Time Requirements

1. Works 180 days, 6 paid holidays, a maximum of 7 1/2 hours per day

Evaluation

1. Yearly by the building principal with input from MH teacher