

SCHOOL MONITOR/SPECIAL EDUCATION STUDENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine work which involves custodial care of groups of children in the maintenance of order and discipline within school buildings, in school play areas and on school grounds, and also involves responsibility to aid one or more students with disabilities throughout the school day in moving between classes, during classroom activities, on and off school buses and in toileting and other personal hygiene activities. Work requires some independent judgment and is performed under supervision of teachers and/or school administrators. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Seats children, assigns tables, and maintains order in school lunch rooms and/or auditoriums;  
Assists with keeping desks and tables clear and clean;  
Maintains order and sees that children eat and behave in an orderly fashion;  
Maintains order on playgrounds and may suggest games or planned use of time;  
Prevents or intercedes in arguments or scuffles;  
Directs children in hallways between classrooms;  
Escorts students, including disabled students, to and from buses, classrooms, bathroom and lunchroom;  
Assists children, including disabled students, to and from the school bus upon arrival and dismissal;  
Accompanies disabled students between classrooms, aids at activity sites and in activities;  
Aids disabled student(s) with clothing, arranging lockers and related activities;  
Assists disabled students with repetitive drills of physical skills as directed by Special Education Teacher;  
Aids the disabled students in eating meals and with toilet activities;  
Assists in training of disabled students in basic personal hygiene techniques;  
May be assigned to perform simple medical procedures to enable disabled student(s) participation in school activities;  
May be assigned to participate in development of the individualized education program for disabled students with teachers and parents;  
May work with the school's medical staff and Special Education Teachers in implementing the recommended activities and to promote improved motor control and coordination;  
May prepare simple records and reports on a disabled student's progress;  
May relieve on switchboard;

May perform a variety of other supplementary duties auxiliary to the prime duties of school monitor and/or special education student aide;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good powers of observation; familiarity with routine of school classrooms; ability to establish good working relationships with children and others; physical strength and ability to assist with lifting disabled students; ability to understand and direct children; ability to speak well and clearly; firmness and authority; patience and resourcefulness; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a high school equivalency diploma; or
- b) One (1) year experience working with children and/or disabled people in a service agency, educational or recreational setting.