

*ONEONTA CITY SCHOOLS*  
*Office of the Superintendent*  
*28370 State Highway 75, Oneonta, AL 35121*  
*205-543-1515*

**JOB POSTINGS for 2021-2022 School Year**  
**April 20, 2021**

**Title:** **Special Education Teacher Aide - (1)** **Application Closing Date:** **Until filled**

**Qualifications:** Must have the technical skills and personal attributes to complete all duties related to job (Job description provided during application process)

**Contract Terms:** Determined by OCS salary schedule, 182 days contract.

**Salary:** Salary is based on appropriate step on the approved salary schedule.

**Performance**

**Responsibilities:** Carry out all duties related to job as assigned by Supervisor

Applications are accepted through ALSDE Teach In Alabama website or can be mailed to Oneonta City Schools, Attn: Central Office, 28370 State Highway 75, Oneonta, AL 35121.

Current employees of this system should indicate in writing they wish to be considered for this position and application should be updated.

It is the official policy of the Oneonta City Board of Education not to discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded or be denied of or be subjected to discrimination under any program, activity, or employment.

Inquiries or complaints regarding compliance with Federal Regulations may be directed to Federal Programs, Title IX, Section 504, and Title VI Coordinator, Oneonta City Board of Education, 28370 State Hwy 75, Oneonta, AL 35121, (205)543-1515. Employees should utilize the grievance procedure outlined in the Board Policy, November 2002, Section 601.1.

**ONEONTA CITY SCHOOLS  
JOB DESCRIPTION / POSITION POSTING**

**POSITION TITLE:** Special Education Teacher Aide

**QUALIFICATIONS:** Hold an Associate's Degree as related to the position or demonstrate aptitude for the work to be performed and trained to be deemed Highly Qualified. Such alternatives to the qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Principal and Special Education Coordinator

**JOB GOAL:** To assist in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials. All job goals and activities will comply with Special Education regulations and directives.

**SUPERVISES:** Students

**ESSENTIAL FUNCTIONS:**

1. Attend school during assigned hours.
2. Adhere to school system rules, administration procedures, local board policy, and state and federal rules and regulations.
3. Attend faculty and other assigned meetings.
4. Know subject area and be properly certified for it.
5. Participate in the State Board and system required in-service.
6. Assist bus driver in pick-up and delivery of students to and from school.
7. Escort students to and from bus as needed.
8. Toilet designated students.
9. Work in conjunction with and take direction from school health specialists, OT and PT personnel regarding physical needs of challenged students.
10. Work in conjunction with case manager, lead teacher, and department chair to provide assistance in the classroom as necessary, including academic and personal support as needed.
11. Assist teachers with classroom instruction and tutoring.
12. Follow administrative and teacher directives.
13. Accompany students to lunch-coach and assist as necessary.
14. Communicate concerns and requests to teacher in an appropriate and timely manner.
15. Perform clerical tasks as assigned.
16. Monitor detention, time-outs, and restricted study.

**PERFORMANCE RESPONSIBILITIES:** Responsibilities include any duties assigned by administration or their representative, but will likely include the following:

1. Required to lift and carry a minimum of 30-50 lbs.
2. Required physical activity includes walking, standing, sitting, stooping, bending, reaching, and lifting and supporting of students.
3. Supervise the use, care and inventory of textbooks and other school provided devices.
4. Exhibit positive human relations skills.
5. Demonstrate proficiency in written and oral communication.
6. Demonstrate professional ethics.
7. Demonstrate competency in the use of computers and available technology.
8. Contribute to the overall development of an effective school program.
9. Perform reasonable duties necessary for the safe and effective operation of the school.
10. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board.

**ADDENDUM TO RESPONSIBILITIES:** Aide assignments may change based on program and student need. Changes may occur daily, weekly, or yearly

**TERMS OF EMPLOYMENT:** 182 days.

**SALARY:** Salary listed on the OCS Salary Schedule.

**EVALUATION:** Oneonta Board of Education Personnel Evaluation Plan