

Prairie Crossing Charter School  
Board of Director's Policy

Policy # 400.21

Personnel

**One-on-One Special Education Aide Position Description**

**Supervisor:** Special Education Director or his/her designee

**General Responsibility**

The One-on-One Special Education Aide is responsible, under the direction and guidance of the special education team, to carry out the educational and behavioral activities of the student with special needs, as delineated in the IEP, with whom they are assigned. The expectations of how, when, and where these activities are to be carried out will be explained in detail to the aide by the special education team. It is imperative that the aide thoroughly carry out the prescribed program as instructed by the Education Team. The aide is to refer parent questions and/or concerns to the special education team. Training will be provided by the appropriate special education personnel. The one-on-one special education aide should discuss any questions or concerns with the classroom teacher, special education teacher, or special education team in order to diffuse any issues with students, parents, or staff.

**Duties include but are not limited to the following:**

- Assist in the creation of materials and or modification of classroom assignments to best meet the student's needs and IEP goals.
- Provide input to the special education team for the student's IEP.
- Participate in IEP meeting and any interim meetings regarding the student.
- Bring to the attention of the special education team any difficulty the student is having academically or behaviorally that is impacting the student's progress in the classroom.
- Assist the student to manage his/her behavior and to self-monitor that behavior.
- Model appropriate behavior for the student.
- Collect data for Illinois Alternative Assessment in conjunction with the special education team.
- Assist the special education team in data collection (academic and behavior), as directed by the special education team.
- Maintain confidentiality of all student information at all times.
- Assist the special education staff in the resource room when your assigned student is absent, receiving special education services, or participating in activities a one-on-one aide is not necessary.
- Participate in field trips, camping trips, etc. to provide supervision and educational/behavioral support to the assigned student.
- Attend professional development training as requested by the Director of Special Education or his/her designee.
- Perform additional duties as assigned by the Director of Special Education or his/her designee.

Last updated 28 April 2008