

Special Education Aide Job Description

Setting: AMES is an independent early college charter public high school hosted within Cottonwood High School. AMES has a student enrollment of 500 students and a staff of 50. Our mission is to take a diverse group of students and prepare them for success in college and postsecondary education

Qualifications: High School Diploma or equivalent is required. Computer skills including excel spreadsheet experience. Strong math skills preferred. Experience working with students helpful. Spanish speaker preferred.

Roles and Responsibilities:

Support students and Special Education Director in class, complete and compile paperwork as directed. Provide individual support for students, communicate with parents and stakeholders, provide support and complete tasks related to a students' Individual Education Plan. Assist the Special Education Director and AMES Administrators with additional tasks as needed.

Compensation: Part-time-time (20 hours/Week) position with no benefits.

Special Education: Aide:

- May provide support for Special Education Director.
- May work directly with students in an individual or groups setting.
- Will provide clerical support to the Special Education Director.
- Will work with Dean of Student to provide credit recovery services.
- May be an advisor/mentor for AMES club (s).
- May provide individual student support in general education classes.
- May participate in Freshman House.
- May serve as a proctor for ACT/PSAT and other state assessments.