

NOTICE JOB POSTING

To: All Secretarial/Clerical/Aide Staff

From: Superintendent of Schools

Date:

Posting #:

Position:: SPECIAL EDUCATION AIDE

Requests for appointment to the following position will be accepted until
_____(Date)_____ at _____p.m.

Location: West Middle School

Hours: 6.75 hours per day

Supervisor: Principal

Class: (Pay rate per hour)

Please send your request in writing to _____ at the Board Office, using the posting reference number stated above.

NOTE:

1. To exercise Article VII rights, it is advisable that the employee reads the posting and responds to the posting in writing by stating:
 - a. Their current position in the district
 - b. Their seniority date within the bargaining unit
 - c. Their personal qualifications of education and/or work experience that demonstrates that they possess the minimum qualifications as required by the posting and/or job requirements analysis of the position.
2. Position opening is due to the transfer of person currently fulfilling it.
3. New employees must take and pass the standardized examination. Current employees must have taken and passed the standardized examination or meet one of the testing waivers in Appendix C of the current Secretarial/Clerical/Aide contract.
4. Position to begin on _____.

5. Minimum qualifications include but not limited to: passage of academic examination or meeting one of the testing waivers.
6. Attendance at the district's social skills training is required the next time it is offered in the district. This training will be available each summer. Current special education employees, who need to take the training, and new special education hires must contact the board office to register.
7. **Applicant hired must have basic knowledge of Microsoft Word and Excel programs and will be trained to use a Dynavox augmentative communication system (computer used by student for communication).**
8. **This position is with a student in a wheelchair so some lifting may be required. The aide will be responsible for the physical therapy exercises during gym class and implementing modified gym activities and assisting with accommodations in the classroom.**
9. **To see a job requirements analysis, please ask the building secretary**