



**Parkview Christian Academy
Job Description
Special Education Aide**

Spiritual Requirements:

- Adheres to the Statement of Faith listed [here](#)
- Affirmance of being a born-again Christian
- Will serve as a Christian role model both in and out of school to students and parents
- Lives according to the school's interpretation of biblical lifestyle standards
- Regular attendance and participation at church
- Regular attendance at faculty devotions and chapel

Education Requirements:

- High school diploma or equivalent
- Previous experience in special education, education or related fields
- Basic understanding of developmentally appropriate practices within the education setting

Responsibilities:

- Support and maintain classroom policies
- Monitor students; direct activities for individuals or small groups of students to reinforce instruction as directed by the teacher
- Administer tests, projects, or assignments with modifications or accommodations when needed
- Assist in the implementation of the 4IS (IEP) as directed
- Confer with teachers as needed concerning programs and materials to meet student needs
- Participate in meetings and in-service training programs as assigned

Skills:

- Strong interpersonal skills including ability to work and communicate effectively and collaboratively with teachers and students
- Ability to work cooperatively with other staff members, to accept supervision and to help promote a positive environment

- Excellent verbal communication skills, including clear speech enunciation, and accurate spoken English grammar that can serve as a good model for children
- Strong oral and written communication skills, including ability to present to groups and individuals
- Warm nurturing attitude
- Friendly, inviting, self-motivated, even-tempered and adaptable
- Ability to demonstrate and teach Christ-based behaviors

Reports To:

- Special Education teacher
- Building principal