

Special Education Aide Job Description

- Providing support with adaptive technology (such as a computer screen reader)
- Providing support with vocational skills (such as printing on a computer printer)
- Making copies of books, drawings or other materials for students
- Safely transporting students in wheelchairs and/or strollers
- Translating messages from classroom teachers, paraprofessionals, aides, therapists and parents
- Assisting with student seating
- Removing and disposing of soiled clothing items
- Maintaining a clean environment (clean plastic tablecloths, wiping down equipment)
- Providing assistance with moving students to classrooms during large-group activities
- Keeping supplies organized within the special ed classroom (such as small plastic bins for scissors, paste and crayons)
- Maintaining a food and drink schedule
- Interpreting class gestures and body language for non-verbal students
- Helping to maintain student confidentiality
- Attending meetings with parents and school professionals to discuss student progress.