



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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|--------------------------------|---------------------------------|
| <b>Position Title:</b>         | Spec Ed Instructional Care Aide |
| <b>Payroll/Personnel Type:</b> | 10 Month                        |
| <b>Job #:</b>                  | 7014                            |
| <b>Reports to:</b>             | SPED Supervisory Teacher        |
| <b>Shift Length:</b>           | 7 Hours a Day                   |
| <b>Union Eligibility:</b>      | Eligible                        |

**Position Summary:**

The SPED Instructional Care Aid assists and supports the teacher(s) in implementing an instructional and care program to promote each student’s academic advancement and personal development.

**Essential Functions:**

- Escorts, assists and/or supervises student(s) during play periods, movement throughout the building, to and from buses, toileting routines, lunch, snacks, specialized and inclusive classes, community activities and other times as designated
- Assists teacher(s) in implementing behavior management plans which may include observing, recording, charting behavior and implementing a reinforcement schedule, as well as utilization of approved restraint methods when required and under teacher directive
- Assists teacher in test administration, under teacher directive
- Communicate any problems or concerns regarding students to the supervising teacher
- Work with individual students or small groups to reinforce skills previously introduced by the teacher
- Guides individual students or small groups to reinforce skills previously introduced by the teacher
- Assists with large group activities such as drill work, reading aloud and storytelling
- Assists the teacher in maintaining and organizing work and study areas, equipment, materials and facilities
- Score objective tests and papers with guidance and input from the teacher and assists with the maintenance of appropriate student records
- Performs health-related procedures such as: feeding, lifting, positioning, carrying, toileting, tube feeding, cleaning catheterization and suctioning equipment
- Participate in workshops, in-service training and parent conferences
- Attends specialized training as required to assist in the implementation of student’s IEP
- Serves as a resource of information and assists substitute teacher
- Reports parental concerns to supervisory teacher
- Performs other duties related to Special Education, as assigned by teacher or administrator

**Knowledge, Skills, and Abilities:**

- Any knowledge, skills, and abilities necessary to successfully complete Essential Functions

**Experience:**

- Some experience working with children (required)
- Computer Skills (required)
- Experience working with teachers and students in an educational setting (preferred)
- Experience tutoring young children (preferred)



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**Education:**

- 60 hours of college credits **OR**,
- Associate’s degree or higher **OR**,
- Passing score on Missouri ParaPro or Paraprofessional Assessment, **OR**
- Completion of Missouri’s online Substitute training program **OR**
- Valid Missouri Substitute Teaching Certificate

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

|                 |      |                      |      |
|-----------------|------|----------------------|------|
| Employee        | Date | Immediate Supervisor | Date |
| Human Resources | Date |                      |      |

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***