

GLOBE UNIFIED SCHOOL DISTRICT NO. 1



OFFICE OF THE SUPERINTENDENT
501 E. ASH STREET GLOBE, ARIZONA 85501
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78-275

POST

VACANCY ANNOUNCEMENT

POST

Promoting high academic achievement in a safe and supportive environment

ANNOUNCEMENT DATE: June 2, 2010 INTERNAL/EXTERNAL
CLOSING DATE: Until Filled
JOB CLASSIFICATION: Classified
JOB TITLE: **Special Education Aide**
BEGINNING DATE OF EMPLOYMENT: 2010-2011 School Year
TERMS OF EMPLOYMENT: 6 hours daily
Rate of Pay: Salary Range 7
Hourly Pay: \$7.26
No Benefits
REPORTS TO: Principal/Special Education Teacher
WORK LOCATION: **High Desert Middle School**

OVERVIEW OF RESPONSIBILITIES:

This position involves the performance of instructional and non-instructional work in the service of teachers. Duties are varied and may include: assisting in the instruction of students working individually or in small groups; monitoring student activities during test-taking, study hall, field trips, lunchtime, and recreation; marking tests and maintaining student records; operating and seeing to the maintenance of A-V equipment; attending workshops and meetings with supervisory teachers; operating standard office equipment; working with specified groups of students; bi-lingual or special; performing other duties as required. The Special Education Aide will always be operating under the general direction of a teacher or administrator.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent required
2. Associate of Arts Degree, or 60 college credits, or passing score on the Para Pro Test required.
3. Previous experience in office and/or school setting preferable
4. Must be able to move about classrooms or campus
5. Must be able to lift up to a fifty pound child to and from a wheelchair
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

APPLICATION PROCEDURES:

1. Current application and résumé (Internal applicants should submit transfer request)
Internal applicants will be considered in accordance with District Policy GCK
2. Copy of high school diploma (external applicants)
3. Two (2) **current** letters of recommendation - external applicants

NOTICE OF NON-DISCRIMINATION

The Globe Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The Superintendent has been designated to handle inquiries regarding non-discrimination policies.