

**Riverside Local School District**  
**2023 – 2024 School Year**  
**(Supplemental - Corrected)**

Date: March 1, 2024

Title: **Special Education Assistant – Track & Field (Outdoor)**  
*Riverside Campus; 1:1 Student Aide*  
*\*Requires 1 Year Educational Aide Permit*  
*\*Requires running alongside student during practice and competition*  
*\*Requires travel to and from meets, riding with the associated team*

Qualifications: Must be able to assist special needs students during the 2024 Track & Field Season

Practice & Meet Schedules

Practice: Starts March 4, 2024, 2:30 P.M. - 5:00 P.M., Monday through Friday; location Riverside fieldhouse/outdoor track; support needed at all practices

Track Meets: Start April 3, 2024; support needed at Wednesdays meets only; see attached schedule; Wednesday meets start at 4:30 P.M. and last approximately 2 hours in duration, plus travel to and from away meets.

Responsibilities  
and Skills  
Required:

Please refer to attached Job Description

Reports to: Head Coach / Executive Director of Student Services

Terms of  
Employment: Supplemental pay based on hours worked; tracked on a timesheet

Funding: IDEA-B, Supplemental, Assistant Coach Minimum rate

All requests for consideration by district teachers must be sent to  
Mrs. Kathy Babcock ([Kathy.Babcock@riversideschools.net](mailto:Kathy.Babcock@riversideschools.net)) and  
Mrs. Mallory Aliff ([Mallory.Aliff@riversideschools.net](mailto:Mallory.Aliff@riversideschools.net)) by 4:00 p.m. March 7, 2024.

*M. Aliff*  
*3/1/2024*  
*8:00 A.M.*

## **JOB DESCRIPTION**

### **DUTIES AND RESPONSIBILITIES**

**Position:** Special Education Assistant

**Responsible to:** Athletic Coach

**Evaluated by:** Athletic Coach

#### **Primary**

**Function:** To assist the athletic coach with inclusion of the special needs student during the 2024 Track & Field Season; including, but not limited to running alongside the student during practice and competition.

#### **Qualifications:**

1. High School diploma or equivalent
2. Demonstrated interest in children and education
3. Alternative qualifications as may be found to be appropriate and acceptable
4. Possession of educational aide certificate

#### **Performance Responsibilities:**

1. Meet daily with teachers to organize duties and activities for the special needs child including making a daily schedule.
2. Greet child at the bus in the morning and escort him to the bus in the afternoon. Render assistance with boots, shoes, coat, and book bag as required.
3. Collect pertinent data as required by the IEP under the direction of the teacher.
4. Assist in communicating between parents and teachers/therapists under the direction of the teacher.
5. Conduct reinforcement and learning exercises with special needs child as directed by the teacher/therapists.
6. Assist teacher to maintain neat work and study area of special needs child as directed.
7. Assist teacher with supervision of activities with special needs child as directed.
8. Perform other tasks as assigned by the teacher/principal within the scope of the job goal and responsibilities.
9. Attend and participate in planning and IEP meetings.
10. Escort the special needs child around the building.
11. Assist with toileting needs if necessary.
12. Accompany child to art, music, gym, library, and computer classes.
13. Provide a sensory diet for the special needs child under the direction of the teacher/occupational therapist.
14. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
15. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
16. Provides critical analysis as needed.
17. Generates written work-product as needed.
18. Reports misconduct or violations of policy or procedure.
19. Must not disrupt the proper functioning of your position or department.
20. Must not undermine the authority of coworkers, supervisors, or superiors.

*This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 4117.08(C).*

21. Must maintain close working relationships with coworkers, supervisors, and superiors.
22. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
23. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
24. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
25. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
26. Must instill in students the belief in and practice of ethical principles and democratic values.