
New Roots Charter School
SPECIAL EDUCATION AIDE
2026-27 School Year

Our special education aide supports an assigned student or students in successfully navigating daily life at school, accomplishing IEP goals, and earning high school credit. The special education aide also provides general classroom assistance and support as assigned without compromising the needs of this student.

JOB FUNCTIONS AND RESPONSIBILITIES

The special education aide will do the following under the general supervision of the special education teacher and the direct supervision of the classroom teacher:

1. Assist the student(s) with all instructional and non-instructional tasks as assigned by the teacher.
2. Assist the student one on one with the preparation of all materials and books.
3. Ensure that the student's IEP is followed in the classroom setting.
4. Provide general classroom assistance under the direction of the classroom teacher when the student or students do not require direct assistance.
5. Gather data as directed by the special education teacher.
6. Use computers and/or electronic equipment to fulfill job functions.
7. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
8. Participate in appropriate in-service and workshop programs and attend any required meetings.
9. Maintain confidentiality with all student records.
10. Display ethical behavior in working with students, parents, school personnel, and outside agencies associated with the school.
11. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor and not otherwise prohibited by law or regulation.

Other duties as assigned by the Dean of Students and/or the Principal and Superintendent.

Preferred Qualifications: Associate or Bachelor's Degree, experience working with students, experience in NYS high schools.

This job description is subject to changes as the needs of the organization become apparent or evolve.

The anticipated hours for this position are 9am-3:30 pm, or 30 paid hours per week. Please contact us at careers@newrootsschool.org with any questions, or visit <https://newrootsschool.org/career-opportunities/> to submit an expression of interest.