

# Classroom Aide

Buffalo Hearing & Speech Center

Buffalo, NY

Assistant Teacher

Full-time

Onsite

\$16.50 - \$24.75 an hour\*

\* Based on relevant years of experience

Posted on February 2, 2024

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## Organization Statement

Our Not for Profit Organization has a 70-year history being of service to children, adults, and families in Western New York. We believe that communication is a basic human right. Our highly skilled and compassionate staff are ready to serve you with whatever communication or learning needs you may bring to our doors. Through a variety of different programs, we offer innovative services to children and adults with speech, hearing, communication, and specialized education/learning needs.

We are leaders in hearing and speech rehabilitation, language and literacy proficiency therapies, social communication programs, evidence-based neurodiversity interventions and clinic/classroom-based autism education/treatment programs, Oral Deaf Education, Early Childhood Education, and Early Intervention programs. We are a team of over 400 professionals working to help 11,000+ people of all ages each year.

## Job Description

Buffalo Hearing & Speech is seeking a classroom aide to work in a preschool special education classroom at our Buffalo location. This is a full time position scheduled to work 32.5 hours/week: Monday - Friday, 7:45am - 2:45pm. We offer the opportunity to positively impact and make a difference in a child's life!

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**Job Summary:** The Classroom Aide is responsible for assisting with the management of the children and classroom environment. Duties will include but are not limited to organizing and implementing developmentally appropriate lessons and activities under the direction of the classroom teacher, reinforcing educational goals, attending to the individual needs of the

children, and following busing and breakfast/lunch program procedures.

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**Essential Functions:**

- Assist the Classroom Team in the production and implementation of age-appropriate lessons and activities
- Work as a team member in the classroom design and implementation
- Maintain a healthy, safe, and organized classroom environment
- Follow the site specific policies and procedures related to bus duty to safely escort children to and from their classrooms.Â
- Follow the site specific policies and procedures for the distribution of Breakfast/Lunch under the guidelines of NYSED, Health Department and OCFS.Â
- Strictly follow the guidelines and codes of conduct for all BHSC staff, which includes all mandatory meetings, training and procedures as stated in the employee handbook.
- Follow policies and procedures related to behavior management (CPI)
- Maintain familiarity with, and appropriately follow, requirements of a child's Individualized Education Program (IEP)
- Any other duty as requested by your supervisor

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**Skills:**

- Drive and Energy
- Sensitivity
- Ability to obtain and maintain CPI Certification
- Good Judgement
- Computer Skills
- Ability to work well with children and understand their needs
- Ability to work well with others, including staff and families

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**Qualifications**

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**Minimum Degree Required:** Minimum of a bachelor's degree in special education from an accredited university or college

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**Required License/ Registration/ Certification:**

New York State Certification as a permanent Special Education Teacher or Teacher of Students with Disabilities (Birth-2) OR willing to obtain.

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**Physical Requirements:**

- Physical actions may include, but are not limited to; bending, kneeling, standing, squatting, reaching, printing, crawling, and running.
- Vision, speech, tactical and hearing senses adequate to perform job requirements.
- Frequent sitting/ standing and when appropriate, floor sitting with pediatric patients
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Bachelor's Degree

**Application Instructions**

Apply through our website here: [Application Link](#).