

# **PERSONNEL BULLETIN**

**PATCHOGUE-MEDFORD SCHOOL DISTRICT  
241 SOUTH OCEAN AVENUE  
PATCHOGUE, NY 11772  
(631) 687-6340**

**TO APPLY PLEASE SEND THE FOLLOWING:**

- **A cover letter, including the Posting #**
- **Resume**
- **Names and email addresses for three (3) professional references.**

**RESUME, COVER LETTER & REFERENCES WILL BE ACCEPTED VIA ONE OF THE FOLLOWING:**

- **Emailed to [recruitment@pmschools.org](mailto:recruitment@pmschools.org)**
- **Faxed to 631-687-6349**
- **Mailed or hand delivered to the address above**

**POSITION AVAILABLE – SPECIAL EDUCATION AIDES**

**APPLICATION DEADLINE:** September 30, 2021

**POSTING #:** **#173 21-22**  
Please include the posting # in your cover letter.

**POSITION:** Special Education Aides

**RESPONSIBILITIES:**

- Follows directives of classroom teacher in specific ways to support students.
- Collects data for individual student's behavior programs.
- Maintains confidentiality of student(s) by directing parents to speak with classroom teacher.
- Assistance/supervision with all activities as instructed by the teacher.
- Support to navigate the general education classes.
- Ensure supervision of assigned student(s) at all times.
- Assist in the preparation of instructional materials.
- Discuss students' progress with the teacher(s).
- Coordinate with classroom teacher to determine daily tasks.
- Assist in the implementation of the student (s) IEP as directed.
- Assist students by providing proper examples, emotional support, a friendly, patient attitude and general guidance.
- Confer with teachers as needed concerning programs and materials to meet student needs.
- Other responsibilities as delineated by your immediate supervisor.

**LOCATION:** Various

**REPORTS TO:** Director of Special Education, Building Principal, and Assistant Superintendent for Special Education and Pupil Services

**HOURS:** Various (3 ½ hour shift)

**SALARY:** \$18.24 per hour  
\$19.73 per hour w/60 college credits

**EFFECTIVE:**

As soon as possible

**EMPLOYMENT REQUIREMENTS:**

**All costs associated with these employment requirements are the responsibility of the employee:**

- Fingerprint clearance from the NY State Department of Education (NYSED)
- Drug Screening
- Physical Examination

Patchogue-Medford Schools is an equal opportunity employer. It does not discriminate against applicants or employees on the basis of age, race, creed or religion, color, national origin, sexual orientation, military status, gender, disability which can be reasonably accommodated without undue hardship, genetic predisposition or carrier status, marital status or any other classification protected by law.

[Click Here to Apply](#)

11/12/19