

JOB DESCRIPTION

WU

Instructional Services

Washington Union School District

43 San Benancio Road

Salinas, CA 93908

Instructional Aide (Special Education)

Purpose Statement

Under general supervision, to assist the Special Education Teacher in preparation monitoring, and delivery of instruction to individuals and small groups of students with special learning needs and/or with physical disabilities so that they may participate in appropriate educational programs at a school site or within the community; and to do related work as assigned.

Positions assigned to this class are distinguished from an Instructional Aide primarily by the relative independence of action and intensity of the instructional assignments. Following training in specific programs and techniques, the Special Education Instructional Aide typically works directly with students according to a highly structured plan. The behavioral and instructional components of the program are often individualized and require precise adherence. It is essential that individuals who occupy these positions are able to adapt to the particular educational and/or physical needs of the student(s).

Essential Functions

- **Adapts** classroom materials and activities for the purpose of providing a method to support and/or reinforce classroom activities, student interest and/or student attention.
- **Modify**, augment and adapt curriculum instructional materials, and the learning environment in coordination with the General Education Teacher, Special Education Specialists and other consultants.
- **Administers** tests for the purpose of assisting the teacher in evaluating students' progress.
- **Assists** teachers (e.g. listens to and drills students in various subjects, works with individual students or small groups, etc.) for the purpose of implementing lesson plans and other classroom activities.
- **Record** information in lesson plans, forms, or charts.
- **Confers** with teachers as may be required for the purpose of providing input into the evaluation of students' progress and/or implementing students' objectives.
- **Implements** instructional programs and lesson plans, under the supervision of the teacher, and provides and/or assists with delivery and direct instruction to students in each area of the students program including academic subjects, communication skills, self-help skills, motor skills, recreation skills, speech, language and occupational therapy.
- **Lift** (after training) lift move designated student(s) as necessary in the use of bathroom facilities, loading and unloading from vehicles, and other duties as assigned.
- **Assists** (after training) physically disabled student(s) in the performance of bodily tasks, including toileting, diapering, and cleaning, dressing and personal hygiene.
- **Implements** behavior management plans as developed by teacher/ancillary staffs.
- **Assists** in monitoring students' medical or behavioral problems.
- **Supervise** and accompany student(s) on buses as they are being transported to and from school or on special activity trips and/or meets buses and escorts student(s) to and from classrooms.
- **Assist** student(s) in taking classroom notes and recording pupils' responses to assignments, tests, etc.
- **Maintains** classroom equipment, work area, students' files/records (e.g. clean up after various class projects, entering grades, instructional materials, audiovisual equipment, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- **Supervises**, monitors and/or physically assists in individual and/or groups of students in various situations (e.g. classroom, lunch area, playground activities, library, computer lab, restroom, on field trips, etc.) for the purpose of providing a safe and positive learning environment.

- **Reward** appropriate student behaviors according to a designated reinforcement strategy.
- **Respond** in prescribed manner to inappropriate behavior.
- **Model** mutual respect and appropriate behavior.
- **Establish** rapport with assigned students.
- **Adhere** to requirement for confidentiality regarding student information.
- **Operate** audio-visual, copying and instructional machines (document camera, computers).
- **Performs** record keeping and clerical functions (e.g. scheduling, copying, instructional materials, correcting papers, etc.) for the purpose of supporting the teacher in providing necessary records/materials.
- **Responds** to emergency situations (e.g. injured student, fights, student running away, animals on playgrounds, strangers, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Other Functions

- **Assists** other personnel and/or substitute teachers a may be required for the purpose of supporting them in the completion of their work activities.
- **Participate** in in-service workshops and training for the purpose of receiving and/or conveying information related to job functions.
- **Performs** related duties as required and/or assigned.

Job Requirements. – Minimum Qualifications

Skills, Knowledge and Abilities

KNOWLEDGE OF:

1. Basic math including calculation of fractions, percent's, and/or ratios.
2. Understand complex multiple step instructions
3. Correct English language usage, grammar, vocabulary and sentence structure, both orally and in writing.
4. Basic principles of sanitation
5. Basic student motivation and management techniques.
6. Basic instructional methods and procedures.
7. General purposes and goals of education.

ABILITY TO:

1. Accept training and guidance provided by the Special Education Teacher and modify performance accordingly.
2. Enjoy students and challenging situations.
3. Deal with students in a patient manner.
4. Follow oral and written instructions.
5. Establish and maintain friendly, cooperative and effective relationships with all persons contacted in the course of work.
6. Work independently in the absence of immediate supervisor.

Physical Requirements

1. Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment.
2. Ability to hear and understand speech at normal levels in person and/or on the telephone.
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
4. Ability to operate computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.
6. Good health, strength and sufficient energy to maintain a rigorous work schedule regarding on-going physical activity which may include the lifting of a student.

Working Conditions

School working environment is subject to bending, crouching or kneeling to assist students, pushing/pulling and lifting of instructional equipment and supplies, sitting on chairs and/or floor and leaning over desks for prolonged periods of time reaching in all directions.

Experience: Job Related Experience is desired.

Education: Education is required by No Child Left Behind Act of 2001: High school diploma or equivalent AND two years of higher education study (48 semester units) OR possession of an Associate's or higher degree.

Certificates & Licenses: CPR certified, appropriate for the assigned age group, within two (2) months of employment and perform CPR when necessary.

Clearances: Criminal Justice and FBI Fingerprint Clearance; TB Clearance

Salary Grade: Classified Range 7