

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description

SPECIAL EDUCATION AIDE

DEFINITION

Under the direction of certificated personnel, the Special Education Aide has the responsibility of providing support services to special education students.

DISTINGUISHING CHARACTERISTICS

The Special Education Aide is distinguished from other instructional aides in that they are required to perform duties that are necessary and appropriate to ensure that special education students receive services outlined on their Individual Educational Plan (I.E.P.) in accordance with federal law. Services include physical, emotional and mental support to special education students as needed.

ESSENTIAL FUNCTIONS

- Accommodates the special needs of students with physical, emotional, behavioral and mental disabilities, providing supplemental services as necessary.
- Assists in the implementation of unique intervention strategies to manage aggressive student behavior.
- Assist the special education teacher in providing students with equal access to district adopted core curriculum in various settings.
- Updates special education teacher regarding student progress.
- Administers first aid and medical assistance to provide appropriate care for the medically fragile student, including toileting needs.
- Participates in daily activities, training sessions and special activities to assist in the implementation of IEP goals.
- Assists in implementing instruction necessary for students to meet IEP goals.
- Communicates with parents by phone as directed by the teacher.
- Maintains and monitors effective group and individual student behavior to provide an optimum learning environment, implementing established discipline practice and policy.
- Assists in the evaluation of student performance by administering informal assessments.

ESSENTIAL FUNCTIONS (cont.)

- Collects data through assessment or observation on student academic and behavioral progress.
- Writes clear and concise notes to teachers and staff.
- Assists with preparation of, and works with specialized instructional materials, assists with preparation.
- Observes and reports unsafe working conditions.
- Duplicates and assembles instructional materials using office equipment, computer, and audio visual equipment.
- Provides supervision to special education students during non-instructional periods.

OTHER DUTIES

- Maintains required documents, records and files.
- Maintains inventory of special education books, supplies, and equipment.
- Assist in the maintenance of student files and retrieval of pertinent information.
- Performs other related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Ability and Knowledge to:

- Understand special needs of disabled students;
- Provide support appropriate to the student's abilities;
- Work independently with students as directed by the teachers;
- Deal appropriately with disruptive and abusive behaviors;
- Recognize and follow procedures when seizure occurs;
- Use proper English, grammar, punctuation, and sentence structure;
- Manage student behavior;

Ability and Knowledge to: (cont.)

- Rapidly learn methods and materials used in a variety of instructional situations;
- Read notes, memos and student reports of a moderate complex nature;
- Participate in training session to advance understanding of needs of special education students;
- Perform routine and repetitive tasks;
- Establish and maintain supportive and cooperative environment with school personnel, parents and students;
- Show initiative appropriate for the position when working with students or using materials;
- Understand and carry out oral and written communication;
- Complete tasks/assignments within established timelines;
- Operate personal computer and learn/apply software programs;
- Recognize when there is an unusual condition or situation and have the ability to seek assistance when necessary and appropriate, using good judgment;
- Print legibly.

EDUCATION AND EXPERIENCE

Education:

Equivalent to graduation from high school.

Must meet the following requirements as defined in the ESEA Act of January 2002 Section 1119:

Complete two years of higher education study, OR

Hold or Obtain an Associate's degree OR

Pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching, reading, writing, and mathematics or reading, writing and mathematics readiness.

EDUCATION AND EXPERIENCE (cont.)

Licenses and/or Certificates:

- High school proficiency certification (State requirement).
- A passing score on the Comprehensive Test of Basic Skills (CTBS) or any other appropriate standardized test selected by the District.

Experience:

- One year of successful experience involving contact with children with special needs in an instructional capacity in a school setting.

DESIRABLE EMPLOYMENT STANDARDS

- Ability to speak Spanish
- First Aid and CPR Certification

WORKING CONDITIONS:

Environment: School environment working with school age children.

Physical abilities: Vision to read and write materials, and monitor student activities with or without aids; hearing and speaking to exchange information and provide assistance to students; bending at the waist; walking and standing for extended periods of time; dexterity of hands and fingers to operate assigned equipment; and ability to lift students weighing up to 50 pounds who may have problems with mobility.

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