

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title:           **INSTRUCTIONAL AIDE – SPECIAL EDUCATION**  
Department:            School Site  
Reports:                 Site Administrator and/or applicable teacher

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#### **SUMMARY:**

Under the direction of the site administrator and/or applicable teacher assists in the supervision and instruction of special education students; performs classroom clerical tasks related to the special education program; assists student by meeting special health care needs and developing student's daily living and behavioral skills; performs other related duties as required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Works with students, both in-group settings or individually, for the purpose of assisting with specific instructional tasks.
- \* Assists teachers in handling and updating confidential student information such as IEP's.
- \* Under the teacher's supervision, implements instructional programs for the purpose of meeting student's goals and objectives.
- \* Administers tests to students for the purpose of assessing progress towards meeting educational objectives.
- \* Prepares classroom and instructional materials for the purpose of ensuring that the learning environment is ready for students.
- \* Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce lesson plans.
- \* Advises students regarding personal hygiene and assists students with self-help skills involving grooming, toileting, and personal hygiene.
- \* Assists in training newly hired instructional aides to ensure consistent and uninterrupted services to students.
- \* Monitors activities of students both inside and outside of the classroom for the purpose of providing a safe and positive learning environment.
- \* Discuss rules and consequences of inappropriate actions with students; assist teacher with discipline.
- \* Ability to learn and use District supported word processing and spreadsheet applications.
- \* May provide medical assistance as directed by Nurse and parent.
- \* Maintain awareness of physical and emotional changes in students and reports concerns to teacher as appropriate.
- \* Works with children in an individual setting who are experiencing behavioral and emotional issues; provides class supervision while the teacher is working one-on-one with students experiencing behavioral and emotional issues.
- \* Assists teacher in maintaining student records of medical needs and academic records.
- \* Performs clerical and related duties that support instruction programs, such as copying materials for the classroom.
- \* Operates standard school equipment such the laminator, copier, audiovisual, etc.
- \* Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED). Must have the ability to pass the Paraeducator/Instructional Aide exam or have completed two years of study at an institute of higher education or have an Associate of Arts (AA) degree or higher.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Previous work in childcare. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 lbs such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***