

**Position:** Instructional Aide II

**School/Department:** Special Education/Resource

**Reports To:** Program/Site Administrator

**Grade:** 10

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**SUMMARY**

Works in a classroom setting supporting teachers by providing specialized or direct instruction to individual or small groups of special education students. Provides clerical and other classroom support services to teachers. Assists teachers in maintaining a safe student environment discipline and with student assessment. Arrange supplies, materials and equipment for student use. Instructional aides must comply with State competency testing to qualify for the position. Basic Skills Testing to qualify for the position.

**NATURE AND SCOPE**

Works under minimal supervision of classroom and special education teachers. Often required to support more than one teacher and classroom. Required to have a broad range of general level skills and knowledge in order to assist with basic instruction, clerical and support services. Help maintain the classroom and assist with behavior management techniques of students. Work is performed in a classroom or small group environment where there is moderate exposure to communicable disease and hygiene needs of young children.

**DISTINGUISHING CHARACTERISTICS**

Instructional Aide II requires ~~acquiring~~ knowledge and skills in special needs and disabilities area (special education) as well as advanced student assessment strategies and behavior management techniques.

**ESSENTIAL TYPES OF DUTIES (Examples)**

- Assists certificated teacher with the presentation of learning materials and instructional exercises. Assists teaching staff in conducting lessons and other classroom activities. Prepares for and assists with various classroom projects. Cleans up after classroom projects.
- Works with individual or small groups of students. Listens to and reinforces instructions given by teachers in reading, spelling, math or other subjects.

- Implements the goals and objectives of special needs students' Individual Education Plan (IEP) if applicable.
- Implement curriculum as instructed by certificated teacher to meet individual student's goals and objectives
- Assisting teaching staff including online or computer based programs
- Respects the confidentiality of all students with learning and health disabilities.
- Observes and manages behavior of students according to approved procedures and individualized student behavior plans. Reports progress regarding students' performance and behavior. Evaluates student progress in a wide variety of skills.
- Assists in maintaining order among the children in the classroom and on the school grounds. Supervises students as assigned in the classroom, playground, cafeteria or at various school-wide activities such as field trips and assemblies.
- Accompanies students going from one location to another. Exercises appropriate behavior plans and procedures when applicable.
- Prioritizes tasks and exercises good time management and organizational skills.
- Assists staff with the preparation of instructional and testing materials. Administers and scores tests, corrects papers, assists in preparation of graphic and written teaching materials as directed by the certificated staff.
- Performs a variety of clerical duties such as preparing instructional materials, scoring papers, maintaining records (data entry), files and classroom materials.
- Assists students by providing proper behavioral examples, emotional support, a friendly attitude and general guidance. Assures the health and safety of students by following prescribed health and safety rules of the District.
- Assists teaching staff in assessing programs and materials to meet the needs of the children.
- Collects, assembles and distributes textbooks, learning package materials, supplies, equipment and other resource materials.
- Prepares bulletin board materials and decorates the classroom. Assists in maintaining a neat, orderly, and attractive learning environment. Sets-up and operates audiovisual equipment, computers, copying machines and other related equipment that serve as aids in or to the instructional program.
- Performs related duties and responsibilities as required to accomplish the objectives of the position

## **QUALIFICATIONS**

**Knowledge and Skills:** Knowledge of the basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading sufficient to assist students with individual or group studies. Strong communication skills to interact with students, teachers, parents and other faculty and staff. Awareness of student assessment techniques and materials with skills necessary to interpret and evaluate results. General knowledge of basic clerical and record keeping processes.

**Abilities:** Ability to perform the essential responsibilities and work tasks of the position. Demonstrated ability to understand and interpret teachers' instructions in order to assist in instruction of children. Ability to understand and be sensitive to the needs and differences of children with special needs and disabilities. Requires the ability to balance emotional support and exercise good judgement when dealing with behavioural problems. Ability to perform clerical and classroom support duties with minimum supervision.

**Physical Abilities:** Requires sufficient arm, hand, finger dexterity in order to operate keyboard, and other office equipment. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone.

**Experience and Training:** Completion of High School or equivalent (GED) with additional training in special education or a related field. Specific experience in working with children in a classroom or other organized setting desired. Must pass District's Basic Skills Test applicable to the position or, provide college level transcripts in English and Math. To receive the Bilingual Stipend (Spanish), you must take and pass the District Bilingual Test.

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