



April 2019
Revised Job Description
Personnel Commission Approval Date – May 14, 2019
Board Approval Date – April 15, 2019

Instructional Aide - Specialized Program (Special Education)

Definition

Under immediate supervision, assist the classroom teacher and other certificated personnel in Specialized Programs including, but not limited to, Autism Spectrum Disorder, Intensive Specialized Academic Instruction (Moderate/Severe) in the performance of their duties and in the supervision of students and by performing those tasks which are supportive of the instructional program and conducive to the academic, physical, social, and emotional growth of students; and do related work as required. Positions in this class are established principally to assist teachers in certain instructional tasks and routine details. Incumbents perform their tasks with initiative and independent judgment within a number of standardized procedures.

Essential Duties and Responsibilities

- Supervise the activities of individuals or groups of students;
- Implement teacher directed lessons;
- Assist students;
- Maintain informational records which may include behavior charting;
- May provide or assist in specialized health care services when identified as a requirement in the individualized education program including, but not limited to:
 - Administering first aid;
 - Assisting in lifting of students in and out of wheelchairs, braces, and other orthopedic equipment;
 - Attending to the physical needs of students such as diapering, feeding, toileting, and resting;
 - Assisting students with development of self-help skills;
 - Assisting students with eating and feeding;
- Assist in maintaining a neat and orderly environment;
- Supervise students during recess and/or lunch;
- Attend in-service and staff meetings as required;
- Accompany or assist students to and from the school bus or other transportation, and in moving to and from activities on school site or campus;
- Assist teachers with implementation of student's Individualized Education Program through instruction in a wide variety of activities, such as nature study, playing games, singing, dance, and sports.

Required Qualifications

- Current CPR and First Aid certification prior to starting the assignment and maintained current at all times;

- The equivalent of graduation from high school and completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education, or attainment of an Associate of Arts degree or higher;
- One year of experience working with special education students, including students with adaptive and intellectual delays, autism, emotional disturbances, and/or students who may be struggling with mental health issues such as anxiety, trauma, or behavioral issues.

Ability to

- Learn school policies, methods, and practices generally used with students in a classroom setting;
- Work effectively with students and demonstrate a liking for them;
- Project a warm and friendly manner and disposition;
- Use good judgment in a variety of circumstances and situations;
- Communicate effectively;
- Understand and follow oral and written directions;
- Establish and maintain cooperative and effective working relationships with students and adults;
- Communicate in sign language when identified as a requirement;
- Communicate fluently in English and demonstrate proficiency in reading, writing, and speaking of another language when identified as a requirement;
- Provide specialized health care when identified as a requirement.

Suggested salary for this position is Classified Salary Schedule, Range 140.