



# Romoland School District

## JOB DESCRIPTION

### INSTRUCTIONAL AIDE - SPECIAL EDUCATION/SPECIAL CIRCUMSTANCES

#### **Definition**

Under general supervision, to assist a certificated teacher in the supervision and instruction of special education students; to relieve the teacher of routine clerical duties; to assist students with special health care needs; to do other related work as required.

#### **Examples of Duties and Responsibilities**

Assist the teacher in the preparation and implementation of individualized educational materials; tutor children; reinforce or follow up on the teacher's lessons by reading to students or listening to students read; may assist in proctoring and administering a variety of tests; encourage and stimulate students and help maintain a supportive learning environment; may assist students in routine non-instructional activities such as wheelchair positioning, lifting, toileting; prepare and maintain inventories of materials and equipment used in teaching; performs clerical tasks such as charting student progress, maintaining records of student attendance; may assist in the implementation of independent educational plans; assists in the setting up and closing of the classroom; maintain, straighten and organize classroom or learning facility; may accompany students on field trips; may attend inservice training sessions; assists teacher in classroom management; may help oversee students' lunch time, recess, or physical education activities; assists in carrying out behavioral modification plans; may attend parent conferences; respects confidential nature of pupil records and school reports; completes other related duties as assigned.

#### **Minimum Qualifications**

**Knowledge of:** Subject areas; the general needs and behavior of children.

**Ability to:** Understand and respond with sensitivity to the special needs of exceptional children; work effectively under frequently stressful situations; understand and follow oral and written directions; must be a responsible individual with the ability to perform duties effectively without close supervision. (continued)

## Job Description

### Instructional Aide - Special Education/Special Circumstances

#### Page 2

Must be able to read and write English and use correct spelling, grammar, and punctuation; typing, filing, and other clerical skills are required; work with students with varying skill levels; quickly learn the procedures of the classroom; establish and maintain an effective working relationship with staff, students, and parents.

Basic Requirements: Proof of TB clearance required every four years; fingerprint clearance by the California Department of Justice.

Experience: Two years paid or volunteer experience working with elementary age children.

Education: Must have completed 48 semester units at an institution of higher learning, or possess an A.A. or higher degree, or pass a District proficiency test with a score of 60% or higher.

Employment Status: Bargaining unit position/agency shop.

#### Physical Demands And Working Conditions:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*
- Vision which allows accurate observation from a distance. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to sit for sustained periods of time.
- Able to kneel or squat for extended periods of time.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 35 lbs frequently, and 50 pounds occasionally. *E*
- Able to carry up to 35 lbs frequently, and 50 pounds occasionally. *E*
- Able to push and pull objects weighing up to 35 pounds.
- Able to sustain strenuous manual labor for 1.5 hours.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate classroom equipment in a safe and efficient manner. *E*

Job Description

Instructional Aide - Special Education/Special Circumstances

Page 3

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an " *E* ".

Board Approved: 6/8/04