

Job Description

Job Title:

Instructional Aide Special Education Bilingual

Salary Range: 8

Job Summary:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or groups of students placed in special education programs because of specific learning disabilities, emotional and behavioral issues, physical disabilities, students with impaired vision, hearing, speech and/or other limiting conditions; perform a variety of instructional duties in support of the Special Education instructional programs as required by the disabling/limiting condition of the student(s) and according to established Individual Education Plans (IEPs). This position requires the employee to provide primary language support and act as a liaison between teachers, students in an appropriate language other than English. This may include sign language.

Qualifications:

Required:

1. High school diploma or equivalent.
2. AA degree or passage of district proficiency examination.
3. Ability to relate effectively with students who have special needs including developmental delays, specific learning disabilities, and various emotional and physical disabilities/health needs; speak and write effectively; understand and follow oral and written instructions; work independently on own initiative; establish and maintain cooperative relationships; work calmly under pressure and with frequent interruptions.
4. Ability to pass an appropriate language test, depending upon the language required for the position
5. Department of Justice fingerprint clearance
6. TB Clearance
7. First aid and CPR Certification (training provided by District)

Desirable:

1. Experience in youth activities

2. Knowledge and understanding of developmental stages of special needs students
3. Ability to communicate in an appropriate language other than English, depending upon the language required for the position

Essential Functions:

1. Assist certificated personnel in providing instruction to students in a special education program, individually or in groups, in prescribed subject matter
2. Assist students in understanding and comprehending assignments and concepts.
3. Reinforce instruction to students
4. Observes, coordinates and provides updates to certificated personnel on academic and behavioral progress.
5. Confer with teachers and administrators concerning programs and materials to meet individual student needs.
6. May accompany and/or assist students in mainstreamed classes.
7. Maintain order and direct group activities of students as assigned.
8. Support teachers in clerical duties.
9. Perform other duties as required.

Physical Requirements:

1. Ability to sit for extended periods of time.
2. Ability to stand and circulate for extended periods of time
3. Ability to communicate so others will clearly understand normal conversation
4. Ability to bend and twist, kneel and stoop.
5. Ability to lift/carry/push/pull 25 pounds on a regular basis and up to 50 pounds occasionally
6. Ability to reach in all directions
7. Physical dexterity in limbs and digits to operate office machines and computers

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job

Supervision:

Under the direction of the teacher assigned and the general supervision of the principal or management designee.

Board Adopted: _____