

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SPECIAL EDUCATION AIDE, Grade 38

DEFINITION:

Under immediate supervision, provides routine clerical assistance to a Special Education Administrator, classroom instructional assistance to special education teachers, and/or tutorial assistance to special education students in a classroom operated by the San Diego County Office of Education.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

In a special education regional office, performs any combination of the following duties:

Requests student records from school districts, reviews and updates records and inputs statistical data to computers.

Maintains special education files and student records in prescribed program formats.

Assists in the preparation and distribution of routine program reports including student data reports.

Assists in the preparation of Individualized Education Plan (IEP) meetings to include scheduling to meet program timelines, preparing and distributing agenda, and mailing out IEP forms and information.

Operates standard office equipment including computers and basic word processing programs.

Responds to inquiries from parents, teachers, and medical and probation staff.

Assists the teacher with student and parent communication.

Orients new students to the classroom.

After initial instruction by the special education teacher, tutors individuals and small groups of students in various subject areas.

Assists the teacher with supervision of students.

Maintains awareness of physical and emotional changes in students and reports concerns to the teacher.

Administers tests to students and posts test results.

Scores papers and posts scores to student records.

Operates audiovisual equipment such as movie and overhead projectors and VCR's.

Assists the teacher in preparing instructional materials, organizing supplies, setting up classroom displays, and general cleanup and maintenance.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

In order to satisfy the paraprofessional requirements of the ESSA Act, applicants must meet one of the following requirements:

- Completed at least 2 years of study at an institution of higher education;
- Obtained an associate's (or higher) degree;
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

EDUCATION AND EXPERIENCE:

In addition to meeting the ESSA requirement for employment detailed above, applicants must have completed college-level course work in general academic subject areas such as math, science, and English, and a combination of education, training and experience indicating possession of the knowledge and abilities detailed below. A typical qualifying background would include completion of college-level course work in general academic subject areas such as math, science and English, and work experience in a school of other educational environment including a variety of office/clerical responsibilities. Experience working with at-risk/high-risk and/or special needs children or adults is highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic office methods, procedures and equipment including computers and word processing software

General high school academic subject areas (math, science, and English)

The operation of audiovisual equipment

ABILITY TO:

Communicate effectively orally and in writing

Perform routine clerical duties including record keeping, filing and scheduling

Quickly learn to operate software associated with the instructional program

Tutor individual students and small groups

Work effectively with students, parents, teachers, and probation and medical staff

Accept, understand and relate to students who have behavioral, learning or physical disabilities

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office, classroom or outdoor setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; physically restrain and/or lift students as appropriate.

DISTINGUISHING CHARACTERISTICS:

Special Education Aides work with a variety of at-risk and high-risk students including behavioral and conduct disordered and/or emotionally disturbed who have problems with learning and/or language processing. The majority of the student population served falls within the need for academic remediation. As a primary responsibility, Special Education Aides perform a variety of routine clerical/office tasks.

Established: 06/97

Revised: 04/01, 05/02; 10/03; 2/07