

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**EARLY EDUCATION INCLUSION AIDE**

**Purpose Statement:**

Under immediate supervision, the Early Education Inclusion Aide supports children ages 0 – 5 with disabilities in a general education classroom setting to assist with academic, social, behavioral, and physical needs to foster a supportive and inclusive learning environment.

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**Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**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.

**Essential Functions:**

- Provides support and works with assigned children in one-on-one or in small group settings to assist with academic, social, behavioral, and physical needs.
- Collaborates with teachers and special education staff to create and implement individualized family service plans (IFSPs) and individualized education plans (IEPs) including accommodations and modifications.
- Assists with lifting children in and out of wheelchairs, braces and other orthopedic equipment and pushes students in wheelchairs as necessary; assists staff members in positioning children and in rendering various forms of personal care such as toileting and diapering, dressing, undressing, and grooming.
- Monitors and maintains a safe and secure learning environment for children for the purpose of ensuring compliance with federal, state licensing, and district policies and regulations.
- Performs a variety of clerical activities (e.g., copying, filing, collating, recording attendance, entering student academic data, etc.) for the purpose of supporting the children, staff, and program needs.
- Attends professional development and participates in staff training programs.

**Other Functions:**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications:**

### **Knowledge and Abilities**

#### KNOWLEDGE OF:

Child guidance principles and practices related to children with disabilities;  
Safe practices in classroom activities;  
Basic instructional methods and techniques;  
Correct English usage, grammar, spelling, punctuation and vocabulary;  
Oral and written communication skills;  
Interpersonal skills using tact, patience and courtesy;  
Basic record-keeping techniques;  
Classroom procedures and appropriate student conduct.

#### ABILITY TO:

Promote a human-centered culture that elevates the strengths of others, creating a sense of belongingness;  
Practice cultural competency while working collaboratively with diverse groups and individuals;  
Assist a certificated or permitted teacher in providing instruction to individuals or groups of children;  
Monitor and report student progress regarding behavior and performance;  
Perform a variety of clerical and supportive duties related to classroom activities;  
Reinforce instruction to students with disabilities, including communication, motor and behavioral challenges;  
Assist with instruction and related activities in a classroom or assigned learning environment;  
Understand and follow oral and written instructions;  
Establish and maintain cooperative and effective working relationships with others;  
Work confidentially with discretion;  
Communicate effectively both orally and in writing.

### **Working Environment:**

#### ENVIRONMENT:

Duties are typically performed in a classroom setting. Must have the ability to travel to and from different work sites in San Diego County as job requires. May be designated in an alternate work setting using computer-based equipment to perform duties.

#### PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift objects up to 50 pounds. All requirements are subject to possible modification to reasonably accommodate children with disabilities.

### **Education and Experience:**

**Education:** Six (6) semester units of early childhood education or child development college coursework, and

Experience: Two years of experience working with children requiring a specialized learning environment. Experience working with children 0-5 preferred; or

Equivalency: A combination of education and/or experience equivalent to six (6) semester units of early childhood education or child development and two (2) years of experience working with children requiring a specialized learning environment. Experience working with children 0-5 preferred.

Required Testing  
N/A

Certificates, Licenses, Credentials  
N/A

Continuing Educ./Training  
N/A

Clearances  
Criminal Justice Fingerprint/Background Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance  
Immunization clearance as required by Community Care Licensing (Title 22) for Early Education and Care settings

FLSA Status: Non-Exempt

Salary Grade Classified Support Grade 038

**Personnel Commission Approved: Jan. 15, 2025**