JOB DESCRIPTION
Tahoe Truckee Unified School District

INSTRUCTIONAL AIDE, SPECIAL FRIENDS

Purpose Statement:

The job of Instructional Aide, Special Friends is done for the purpose/s of assisting in the assessment of students' development and/or behavioral needs; implementing plans for remediation; and providing information to teachers, parents and/or other personnel as required.

Not Evaluated Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Evaluates students for the purpose of determining the need for further individualized assessment.
- Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing records/materials.
- Prepares subject specific lessons appropriate for individuals or small groups for the purpose of implementing goals for remediation of speech and language deficits.
- Provides direct instructional services to students under the supervision of the Speech & Language Pathologist for the purpose of implementing goals for remediation of math, language, and reading deficits.
- Researches resources and methods (e.g. intervention and instructional techniques, assessment tools and methods, community resources, etc.) for the purpose of determining appropriate instructional approach for students.
- Responds to inquiries for the purpose of solving problems, providing information and/or referral.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to Specific skills required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: .

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: Generally the job requires 100% sitting, % walking, and % standing. This job is performed in a generally clean and healthy environment.

Experience

Education

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

TB Clearance
Criminal Justice/Fingerprint Clearance

FLSA Status	Approval Date	Salary Grade
		Classif. 7