

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Special Education Aide I

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

One year of experience working with children with special education needs in an organized setting.

Education:

Must be "Highly Qualified" (NCLB Compliant) having a high school diploma or equivalent and one of the following:

- 2 years of study equal to 48 units
- Associates or higher degree
- Ability to pass the instructional aide proficiency test.

SUMMARY

Under the direction of an assigned supervisor, provide instructional support and assistance to teachers and students assigned to a designated special education instructional program; perform a variety of support activities related to behavior management and classroom instruction of special education students; perform a variety of clerical support duties related to classroom and program activities.

SPECIFIC RESPONSIBILITIES

1. Provide instructional support and assistance to teachers and students assigned to a designated special education instructional program;
2. tutor individual or small groups of students, reinforcing instruction as directed by the teacher;
3. Read age-appropriate stories to students as assigned.
4. Assist the teacher with the development, implementation and presentation of lesson plans;
5. Monitor and oversee student drills, practices and assignments in various subjects.
6. Assist with implementing and monitoring Individual Education Plans as assigned;
7. Confer with teachers and other personnel concerning programs and materials to meet the individual needs of special education students.
8. Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, ordering supplies, scoring papers and recording grades;
9. Prepare and maintain student records and files as necessary;
10. Process forms and applications as required.
11. Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures;
12. Report progress regarding student performance and behavior;
13. Communicate with parents and administrators regarding student performance and behavior as necessary.
14. Assure the health and safety of students by following established practices and procedures;
15. Maintain learning environment in a safe, orderly and clean manner;
16. Clean, set up and set out toys and instructional materials.
17. Assist students in completing classroom assignments, homework and projects;

18. Assure student understanding of classroom rules and procedures;
19. Assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
20. Assist students with developing fine motor, self-feeding, social and communication skills as directed.
21. Escort students to and from assigned destinations; accompany students on fieldtrips and during outdoor activities.
22. Operate a variety of office and classroom equipment including a copier, laminator, calculator, computer and assigned software.
23. Assist with preparing, setting up for and cleaning up after student meals.
24. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge of:

- Child guidance principles and practices related to children with special education needs.
- Problems and concerns of students with special needs.
- Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.
- Safe practices in classroom and playground activities.
- Classroom procedures and appropriate student conduct.
- 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.
- Operation of standard office and classroom equipment including a computer and assigned software.

Ability to:

- Provide instructional support and assistance to teachers and students assigned to a designated special education instructional program.
- Perform a variety of support activities related to behavior management and classroom instruction of special education students.
- Perform a variety of clerical support duties related to classroom and program activities.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer and assigned software.
- Observe health and safety regulations.

PHYSICAL ABILITIES

Classroom and playground environment.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds.

Board approved 9.27.16 (RR)