

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Special Education Aide III
FLSA: Non-Exempt

Classification: Classified

Reports to: Site Administrator

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; provides for the special needs of special education students who require assistance in diapering, toileting, toilet training, and hygiene care as needed for 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. Provides diapering, toileting, toilet training, and hygiene care as needed for student.
25. Works with students of all levels of physical abilities, including ambulatory and non-ambulatory students.
26. Maintains confidentiality, and refers questions regarding a student's ability or disabling condition to the teacher.
27. Participates in inservice training aimed at remediation of learning disabilities and/or other disabling conditions.
28. Provides feedback to the teacher regarding student progress towards meeting daily and long-term goals.
29. 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.
- Knowledge of general needs and behavior of children.
- 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.
- Ability to work independently.
- Ability to adapt and be flexible when faced with differing needs of exceptional students.

PHYSICAL ABILITIES

Occasional exposure to blood-borne pathogens and body fluids from students.

Occasional, frequent, or continual exposure to unusual/exceptional behavior by students and/or parents, depending on the assignment.

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

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.