

SAN YSIDRO SCHOOL DISTRICT

TITLE: Instructional Aide, Special Education
DEPARTMENT: As Assigned
FLSA: Non-Exempt
REVISED: February 2016

REPORTS TO: Site Administrator
CLASSIFICATION: Classified (10 month)
SALARY: Classified Schedule Steps 7-11
Board Approved: June 23, 2016

BASIC FUNCTION: The Instructional Aide will work under the direction and supervision of the teacher in cooperation with the building administrator, or person in charge of the teacher. The aide shall assist the teacher in the areas of pupil progress, control and learning environment, and the performance of adjunct duties. In addition, the aide shall demonstrate professional competence in these areas and is expected to assume the responsibility for professional improvement.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Assists with the instructional program after appropriate written, or oral directions relating to the specific area of instruction, or associated task.
- Assists children in the development of physical, social, emotional, and language abilities.
- Assists in the development of child's creative abilities.
- Assists the teacher in maintaining a healthy and safe physical environment at all times.
- Assists the teacher in maintaining a clean, neat, and attractive room environment.
- Assists the teacher by having the necessary learning equipment ready for use prior to specific instruction.
- Communicates effectively and appropriately with the pupils.
- The aide after appropriate instruction from the teacher relating to classroom and school behavior standards shall assist the teacher in maintaining student control at all times.
- Seek and take the opportunity to improve his professional competence.
- Consider the welfare of the children as being of primary importance at all times, on or off the job.
- Maintain strict confidentiality regarding any personal information obtained in the performance of her responsibilities.
- Works cooperatively and communicates effectively with parents, children, and staff member.
- The aide after receiving appropriate information relating to the instructional program shall have an understanding of the instructional program and communicate an accurate interpretation of the program.
- Read and assume all the responsibilities set forth in the program, school, and district communications such as bulletins, handbooks, etc.
- Required to participate in all preschool/school activities and is encouraged to attend other district/community activities.
- Assist in the correction of student assignments.
- Assist in the completion of records, reports, and other items that are not a part of the Student Data Card.
- Assist and/or be responsible for the supervision of children in compliance with teacher, school, and district instructions.

- Assist in communicating with parents as needed.
- Assume other adjunct duties in which she has received appropriate instruction, or has the knowledge and ability to perform.
- Perform other duties as assigned.

KNOWLEDGE OF:

- General needs and behavior of children.
- Basic child guidance principles and practices.
- Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Correct oral and written usage of English.
- Safe practices in classroom and playground activities.
- Classroom procedures and appropriate student conduct.
- Problems and concerns of students with special needs.
- Basic instructional methods and techniques.
- Basic record-keeping methods.
- Operation of standard office equipment.
- Interpersonal skills using tact, patience and courtesy.
- Effective communication skills.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Two years or higher education study (48 semester units)
- OR**
- A.A. Degree
- Met rigorous standard of quality as demonstrate through formal assessment
- High School Graduate
- Bilingual Spanish/English
- Standard first aid certificate issued by an authorized agency must be obtained and presented to the Human Resources department within the first 30 days of employment.

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.