

SAN YSIDRO SCHOOL DISTRICT

TITLE: Special Program Instructional Aide

DEPARTMENT: As Assigned

FLSA: Non-Exempt

REVISED:

REPORTS TO: Site Administrator

CLASSIFICATION: Classified (10 month)

SALARY: Classified Schedule (Steps 6-10)

Board Approved: May 14, 2026

BASIC FUNCTION: The Special Program Instructional Aide will work under the direction and supervision of the school site administrator in support of the ELOP Instructor. The aide shall assist the instructor 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.)

- The aide assists with the instructional program after appropriate written, or oral directions relating to the specific area of instruction, or associated task.
- The aide assists children in the development of physical, social, emotional, creative and language abilities.
- The aide assists the teacher in maintaining a healthy and safe physical environment at all times.
- The aide assists the instructor in maintaining a clean, neat, and attractive room environment.
- The aide assists the teacher by having the necessary learning equipment ready for use prior to specific instruction.
- The aide, after appropriate guidance from the instructor relating to classroom and school behavior standards, shall assist the instructor in maintaining student control at all times.
- The aide shall consider the welfare of the children as being of primary importance at all times
- The aide shall maintain strict confidentiality regarding any personal information obtained in the performance of her responsibilities.
- The aide works cooperatively and communicates effectively with students and staff members.
- 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.
- The aide is required to participate in all site activities and is encouraged to attend other district activities.
- The aide shall assist in the correction of student assignments.
- The aide shall assist in the completion of ELOP-related records and reports.
- The aide shall assist and/or be responsible for the supervision of children in compliance with the instructor, school, and district instructions.

- Support with student attendance.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Two years of higher education study (48 semester units)
OR
- A.A. Degree
OR
- Met rigorous standard of quality as demonstrate through formal assessment

DESIRED QUALIFICATIONS:

- Bilingual Spanish/English

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.