

JOB TITLE: INSTRUCTIONAL AIDE II – SPECIAL EDUCATION

BASIC FUNCTION

Under general supervision, to perform a variety of follow-up instructional activities; to assist with developing and conducting training and learning activities with children experiencing special learning needs; to perform a variety of routine clerical and supportive activities for instructional personnel; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Assists instructional personnel with the presentation of learning materials and in the conduct of instructional exercises
- Tutors individual students and small groups of students with special learning needs to reinforce and follow up learning and training activities
- Monitors and assists students with special learning needs in drill, practice, and study activities
- Corrects student work, scores, record scores and returns it to students
- Performs a variety of classroom related clerical work including typing, sorting, filing, record keeping, and copying
- Directs students into safe learning and play activities and functions, and assists in shaping of appropriate social behaviors
- Assists in the management of acting-out student behavior through the use of positive reinforcement strategies and other appropriate techniques
- Assists in the preparation of a variety of instructional materials and learning aids geared to the instructional level of children with special needs
- Provides a variety of skill building activities with children who experience language, hearing, and other learning disorders
- Maintains a variety of records and files, including confidential student records and medical information
- Operates and assists students in the operation of a variety of instructional aids and media, and computer assisted instruction equipment and software programs
- Monitors and assists in the remediation of specific learning problems and conditions
- Performs routine first aid that may include aiding children experiencing seizures or respiratory disorders
- Observes and monitors children with physical handicapping conditions and requests appropriate assistance for pupil experiencing physical distress
- Maintains or assists in maintaining an orderly, attractive, and positive learning environment
- May participate in parent conferences, and pupil instruction and training planning processes
- May administer prescribed medication in accordance with established District procedures
- May assist children with health care needs such as toileting and feeding
- May provide one on one student instruction to facilitate visually or hearing impaired students adjust to the regular classroom environment

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment
- Communicate effectively in oral and written form
- Establish and maintain positive and effective working relationships
- Skillfully handle difficult situations using good judgment
- Prioritize and identify needs and solve problems independently as appropriate

Knowledge of:

- Subject matter in the areas of mathematics, writing and reading as defined by the No Child Left Behind Act (NCLB) of 2001
- Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs
- Behavior management strategies and techniques relating to pupils experiencing atypical control problems
- Appropriate English usage, punctuation, spelling, and grammar
- Basic arithmetical concepts
- Routine record storage, retrieval, and management procedures
- Basic first aid techniques

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized needs
- Appropriately manage student behavior and guide student toward more acceptable social behaviors
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with children and adults
- Understand and carry out oral and written directions with minimal supervision
- Work courteously and tactfully with co-workers, students and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Suggest procedural improvements to superior as appropriate
- Maintain high level of professionalism in keeping the needs of customers a top priority

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Minimum of one (1) year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment is preferred.

Education:

Equivalent to the completion of High School, preferably with training or coursework in child growth and development, special education, instructional technology, or a closely related field.

NCLB REQUIREMENT

Paraprofessionals who assist in classroom instruction and are hired using Title I funds after January 8, 2002,

must meet the following requirements:

- Complete two (2) years of higher educational study equivalent to 60 semester units, **or**
- Possess an Associates or higher degree, **or**
- Pass the District's academic assessment exam

LICENSE AND/OR CERTIFICATE REQUIREMENT

Possession of a First Aid Certificate issued by the American Red Cross, including CPR training

CONDITION OF EMPLOYMENT

Insurability by the District's insurance carrier.