

**JOB TITLE: INSTRUCTIONAL AIDE III - SPECIAL EDUCATION**

**BASIC FUNCTION**

Under the supervision of a certificated administrator, is responsible to assist a certificated teacher or other certificated personnel, to perform specialized academic instruction (SAI) for severely handicapped (SH) students; to assist in the development of training and learning activities with children experiencing moderate to severe special needs in learning, communication, and/or physical disabilities or impairments; to assist students in their physical and hygienic needs, which may include providing specialized physical health care services (diapering, toileting, lifting students on a regular basis and other similar duties); to perform a variety of routine clerical and supportive activities; and to do other related work as required.

**ESSENTIAL JOB FUNCTIONS**

- Assists certificated personnel in implementing an IEP (Individualized Education Program) for a student
- Provides specialized academic instruction (SAI) for severely handicapped students, individually or in small groups
- Performs a variety of classroom related clerical work including typing, sorting, filing, record keeping including confidential student records and medical information, and copying
- Directs students into safe learning and play activities and functions, and assists in teaching appropriate social behaviors
- Assists in the management of student behavior (including the use of data collection) through the use of positive reinforcement strategies and other appropriate techniques
- Assists in the preparation of a variety of instructional materials geared to the instructional level of students with special needs
- Provides a variety of skill building activities to students who experience learning challenges
- Operates and assists students in a variety of instructional aids and media, and computer assisted instruction equipment and software programs
- Performs routine first aid including aiding students experiencing seizures or respiratory issues
- Observes and monitors students with physical handicaps
- Maintains or assists in maintaining an orderly, attractive, and positive learning environment
- Confers with parents on progress of students
- Provides assistance to students with their physical and hygienic needs, including specialized physical health care services (diapering, toileting, dressing, feeding, and assisted lifting)
- May administer prescribed medication in accordance with established District procedures
- May provide one on one student instruction to support student learning in the general education 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 equipment
- Perform instructional tasks and provide assistance in areas such as reading, language, mathematics and independent living skills
- 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:

- Behavior management strategies and techniques
- Basic first aid techniques

- 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 students with special learning and physical needs

Ability to:

- Provide a safe learning environment while working with cognitively and/or physically impaired students
- Make appropriate decisions independently and quickly
- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized learning and physical needs
- Appropriately manage student behavior and guide students to more acceptable social behavior
- Learn to utilize a variety of appropriate instructional materials and procedures
- Establish and maintain cooperative working relationships with students and adults
- Understand and carry out oral and written directions with minimal supervision
- Work courteously and tactfully with co-workers, students and parents
- Promote 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 as appropriate
- Maintain a 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 heavy work, which involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary 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 paid experience working with students with moderate to severe disabilities in an educational setting.

Education:

Equivalent to the completion of High School including NCLB Requirements as stated below. In addition, training or coursework in child growth and development, special education, or a closely related field is required.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

Possession of current First Aid and CPR Certificates issued by the American Red Cross or American Heart Association

**NO CHILD LEFT BEHIND REQUIREMENT**

Paraprofessionals who assist in classroom instruction must meet the following requirements:

- Complete (2) years of higher educational study, or
- Obtain an Associate's or higher degree, or
- Pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics or mathematics readiness