

GORMAN ELEMENTARY SCHOOL DISTRICT
INSTRUCTIONAL AIDE, SPECIAL EDUCATION

Position Title: Instructional Aide, Special Education

All Special Education Instructional Aides originally hired after January 8, 2002 shall meet the requirements of a “Highly Qualified” paraprofessional aide as described in Title I of the Elementary and Secondary Education act. This job description describes in general terms the normal duties that the Special Education Instructional Aide will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the job.

Definition:

A Special Education Instructional Aide assists teachers by caring for educational and social development needs of students with disabilities and helping in their training and education through the presentation of educational materials or exercises.

Purpose Statement

Under supervision of certificated staff, assist individuals and small groups of students with instructional tasks, assist with classroom management, record keeping, and other work as assigned. Specialized attention, support, and assistance to any children with identified health concerns.

Ability to:

- Assist in the educational and social development of students under the direction and guidance of the Special Education Resource Specialist and classroom teachers.
- Assist in the implementation of accommodations and instructional needs for the students and monitor their progress.
- Assist teacher in carrying out instruction and related activities
- Assist with preparation, checking, arrangement, and care of instructional materials.
- Assist with supervision of students in multiple settings.
- Assist children with development of adequate adaptive behavior skills, to include toileting when necessary, and assisting with other adaptive behavior needs.
- When trained and supervised by a licensed health care professional, perform specialized health care duties for children with unique health care needs.
- Assist with attendance and enrollment procedures, record keeping, filing, and related instructional support duties.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.

- Work with other professionals, such as speech therapist, social worker, occupational and physical therapists.
- Operate multi-media equipment and duplicating machine.
- Assist students with computer programs that students use related to the instructional program.
- Communicate effectively (verbal and written language).
- Initiate and complete assigned tasks in a timely and thorough manner.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Supervision Received and Exercised

Special Education Instructional Aide is under the direct supervision of the school principal and/or superintendent.

Desirable Qualifications

Education

High School diploma or GED and sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirement of the position are required. Experience that demonstrates knowledge and ability to assist in teaching, reading, writing and mathematics.

In compliance with the No Child Left behind Act of 2001 and other related legislation, candidates for this classification, it is desired completion of 60 semester units or 90 quarter units from a recognized college or university or possession of an associate or higher degree, from a recognized college or university.

Met a rigorous standard of quality of demonstrated, through a locally determined academic assessment, knowledge of and the ability to assist in instructing either reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness.

Experience:

Background to include activities that involve students and an interest in working with school-age children. Any combination of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include at least one year of successful work experience in an education program for children with disabilities; experience working at a school site is desirable.

Knowledge

- Elementary concepts of child development and behavior
- Growth, development and problems of special education students
- Practical learning patterns and behavior

- Basic characteristics of human behavior
- Personal hygiene practice
- Specialized equipment and procedures used with special education persons
- Principles of supervision and motivation used with special education students
- Special program goals
- Proper English usage, grammar, spelling and punctuation
- Basic math
- Simple record keeping
- First aide techniques, practices and procedures
- Cardiopulmonary resuscitation techniques

Skills

- Understand and appropriately respond to the needs of handicapped students
- Perform basic cardiopulmonary resuscitation
- Recognize and effectively respond to emergency and/or hazardous conditions
- Operate special classroom equipment and office machines
- Communicate effectively with others
- Understand and follow oral and written instructions
- Lift handicapped students in and out of special devices
- Perform routine clerical tasks
- Adapt quickly to changes, learn new methods and use emergency measures
- Use sound judgment when specific instructions are lacking
- Work in structured time frame
- Perform special tasks related to the care and teaching of handicapped students
- Possesses understanding of and a sense Possess a durable sense of humor
- Establish and maintain effective working relationships with co-workers and others
- Maintain sensitivity to ethnic, religious, cultural and sexual differences.

Work Environment

The usual and customary methods of performing the job's functions require the following methods; some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching; and significant fine finger dexterity.

Other Characteristics

Possession of Red Cross First Aid and CPR Certificate

Clearances

Criminal Background Clearance

TB Clearance

Probationary Period of Hire

Employees will serve a probationary period of 90 paid days of service. During this period, an employee must demonstrate an overall satisfactory level of performance; failure to do so will result in the employee's termination without right of appeal to the Personnel Commission.

All paraprofessionals originally hired after January 8, 2002 shall meet the requirements of a "Highly Qualified" paraprofessional aide as described in Title I of the Elementary and Secondary Education act.

It is understood and agreed that all provisions and regulations laid down by the Board of Education shall be carried out by the Special Education Paraprofessional Aide that she will cooperate with the Superintendent and District Administrators in the faithful execution of these rules, as well as any and all other duties and responsibilities as delegated by the Superintendent.

Evaluation: Each educational support staff member's job performance shall be evaluated by his/her direct supervisor. The evaluation process includes day-to-day observations and such supervision/communication as is applicable to the job classification. Supervisors shall provide employees an opportunity to discuss performance. As appropriate, supervisors should discuss with employee's job performance issues that require timely attention.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.