

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SPECIAL EDUCATION AIDE III

DEFINITION

Will provide assistance to teachers in the implementation of curriculum, behavior management strategies, and other educational activities. Will support instruction, under the direction of a certificated staff for students with mild moderate support needs (MMSN) and/or extensive support needs (ESN). Instruction will include academics, behavioral and social emotional learning as well as assisting students with activities of daily living. Educational settings may include the classroom, home, or community.

DISTINGUISHING CHARACTERISTICS

This is a journey level class in the Instructional Assistant series/Special Education. Positions assigned to this class can be distinguished from lower level positions by working with a variety of students with MMSN to ESN who require more intensive special education support and services. Assistants in this category will be providing support and direction as needed specific to the students and program.

SUPERVISION RECEIVED AND EXERCISED

Receive immediate and ongoing supervision from school site administration.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Provide instructional assistance to students assigned to a designated special education instructional program. Provide assistance to individual or small groups of students by reinforcing instruction as directed by the teacher. Monitor and oversee student drills, practices, and assignments in various subjects. Accompany and support students into mainstreamed classes. Assist assigned teacher with the implementations of lesson plans. Correct student tests and assignments in various subjects. Record goal data and/or collect data on daily activities under the direction of the classroom teacher. Assist as directed and assigned by the teacher in the modification of materials, instructions, and lessons to meet the needs of special education students. Provide assistance to assure student understanding of classroom activities and assignments. Provide classroom assistance to the teacher by setting up work areas and displays, operating equipment, and distributing and collecting paper, supplies, and materials. Reinforce instruction to students with a variety of differing needs in language, communication, and/or with behavioral needs. Assist in the implementation of mild, moderate to intensive behavioral intervention strategies and classroom management routines under the direction of the classroom teacher and supervisor. Confer with teachers concerning programs and materials to meet the individual needs of special education students. Observe and monitor the behavior of students in the classroom and other educational settings according to approved procedures. Operate a variety of classroom and office equipment including computers, iPads, software applications, communication devices, and other equipment required for the needs of the students in the program. Assure the health and safety of students by following established practices and procedures under the direction of the teacher. Assist in maintaining a learning environment that is safe, orderly, and clean. Assist in the set up and clean up of materials required for the day to day functioning of the classroom environment and other educational settings including transport to and from. Oversee assigned special education students in the lunch area, at recess/break, and in other educational settings.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Special Education Aide III (Continued)

EXAMPLE OF DUTIES (Continued)

Provide assistance to individual students while being transported by the district. Escort, assist, and supervise students safely to and from classrooms and out-of-classroom environments. Attend assigned meetings, staff training, or classroom meetings.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of general needs and behavior of students with a variety of differing needs. Knowledge of the principles of hygiene. Knowledge of methods and the use of specialized equipment to support student needs. Ability to perform tasks of a physical nature. Ability to organize, supervise, and assist in the instruction of students. Ability to communicate effectively with students and staff. Ability to maintain accurate records and report student behavior and progress in activities assigned by the classroom teacher. Ability to follow oral and written instruction. Ability to establish and maintain cooperative working relationships with those contacted in the work environment. Ability to adapt to a variety of educational settings.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Some experience working with students of different ages who have differing needs; preferred by not required.

Training

Formal or informal training which provides the skills necessary to perform the job.

Certifications and additional requirements (Must meet one of the following):

Completion of 48 unites of college course work,
AA degree or higher,
Passage of Instructional Aide Testing (ESSA). (Testing available through Human Resources. Must be obtained prior to submitting application.)

Reviewed and Agreed to by:

Incumbent: _____ Date: _____