

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

SPECIAL EDUCATION ASSISTANT

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). Instruction will include academics, behavioral, and social emotional learning. Educational settings may include the classroom or community.

DISTINGUISHING CHARACTERISTICS

This is an entry level class in the Instructional Assistant series/Special Education. Positions assigned to this class can be distinguished from higher level classes by working with a variety of students with MMSN. Assistants in this category will be providing support and direction as needed specific to the students and program.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate and ongoing supervision from school site administration.

EXAMPLE 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. Correct student tests and assignments. 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, displays, operating classroom technology/equipment, and distributing and collecting paper, supplies, and materials. Reinforce instruction to students with a variety of differing needs in language communication and/or behavioral needs. Assist in the implementation of mild to moderate 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, iPad, 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. Oversee assigned special education students in lunch area, at recess/break, and in other educational settings. Escort, assist, and supervise students safely to and from classrooms and out-of-classroom environments. Attend assigned meetings, staff training, or classroom meetings.

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

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 instructions. 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 in working with students of different ages who have differing needs; preferred but 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 units 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: \_\_\_\_\_