

SPECIAL EDUCATION AIDE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the building Principal, assist students who have been identified as having special needs.

ESSENTIAL FUNCTIONS:

- Assist with the preparation of instructional materials; monitor and record student progress regarding behavior and performance; perform a variety of clerical duties as assigned
- Assist in reinforcing instruction to individual or small groups of students
- Assist students in various areas including cognitive, gross, and fine motor skills, critical life skills, academic learning, social and leisure skills, physical development, behavior, and personal hygiene
- Assist in the management of student behavior through the use of positive reinforcement strategies and techniques; observe and assist in controlling behavior of students according to approved procedures; assist in the shaping of social behavior
- Assist students in building self-esteem and development of a value system; assist students by providing proper examples, emotional support, friendly attitude, and general guidance
- Participate in staff meetings, in-service training programs, and parent conferences as assigned
- Assists with the provision and use of audio-visual materials and equipment
- Assists in yard duty and cafeteria duty
- Does other related duties as assigned by the building principal

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Passage of CODESP Exam or equivalent test, or 48 units from an institute of higher learning, or AA/AS degree
- Minimum typing ability

KNOWLEDGE OF:

- Clerical skills, i.e., typing, filing, recording and maintaining records
- Functions and procedures specific to the classroom environment
- Needs and requirements of students
- Basic first aid practices, procedures and techniques

SKILL TO:

- Read, write and type at a sufficient level to successfully perform the required duties
- Follow written and oral instructions
- Organize a task and carry to completion with efficient use of time
- Possess effective communication skills
- Demonstrate an interest in and ability to work with youngsters
- Maintain a harmonious working relationship with teachers. Student, parents and other employees

PHYSICAL FUNCTIONS:

Ability to:

- Hear and understand speech at normal levels
- See and read notes, memos and printed material
- Write legible reports
- Bend, twist, kneel and stoop
- Lift and carry twenty-five (25) pounds
- Reach in all directions
- Speak clearly and effectively
- Sit on the floor and stand for extended periods of time

EXPERIENCE:

Recent experience working with children or youth groups is desirable

WORK YEAR:

The work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.