

JOB TITLE: INSTRUCTIONAL AIDE II - SPECIAL EDUCATION**BASIC FUNCTION**

Under general supervision, to perform a variety of follow-up instructional activities; to assist in the development and conduct of training and learning activities with children experiencing special learning needs; to perform a variety of routine clerical and supportive activities for instructional personnel; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Assists instructional personnel with the presentation of learning materials and in the conduct of instructional exercises.
- Tutors individual students and small groups of students with special learning needs to reinforce and follow up learning and training activities.
- Monitors and assists students with special learning needs in drill, practice, and study activities.
- Corrects student work, scores, record scores and returns it to students
- Performs a variety of classroom related clerical work including typing, sorting, filing, record keeping, and copying.
- Directs students into safe learning and play activities and functions, and assists in shaping of appropriate social behaviors.
- Assists in the management of acting-out student behavior through the use of positive reinforcement strategies and other appropriate techniques.
- Assists in the preparation of a variety of instructional materials and learning aids geared to the instructional level of children with special needs.
- Provides a variety of skill building activities with children who experience language, hearing, and other learning disorders.
- Maintains a variety of records and files, including confidential student records and medical information.
- Operates and assists students in the operation of a variety of instructional aids and media, and computer assisted instruction equipment and software programs.
- Monitors and assists in the remediation of specific learning problems and conditions.
- Performs routine first aid that may include aiding children experiencing seizures or respiratory disorders.
- Observes and monitors children with physical handicapping conditions and requests appropriate assistance for pupil experiencing physical distress.
- Maintains or assists in maintaining an orderly, attractive, and positive learning environment.
- May participate in parent conferences, and pupil instruction and training planning processes.
- May administer prescribed medication in accordance with established District procedures.
- May assist children with health care needs such as toileting and feeding.
- May provide one on one student instruction to facilitate visually or hearing impaired students adjust to the regular 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 machines and equipment.
- 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.

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Knowledge of:

- 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 pupils with special learning needs.
- Behavior management strategies and techniques relating to pupils experiencing atypical control problems.
- Appropriate English usage, punctuation, spelling, and grammar.
- Basic arithmetical concepts.
- Routine record storage, retrieval, and management procedures.
- Basic first aid techniques.

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized needs.
- Appropriately manage student behavior and guide student toward more acceptable social behaviors.
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with children and adults.
- Understand and carry out oral and written directions with minimal supervision.
- Work courteously and tactfully with co-workers, students and parents.
- Promotes 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 to superior as appropriate.
- Maintain high level of professionalism in keeping the needs of customers a top priority.

PHYSICAL DEMANDS

The physical requirements indicated below are examples the physical aspects of this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 30 to 40 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking, standing, stooping, bending or stretching for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception imparting oral information, the manual dexterity to operate business related equipment, and manipulate various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

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

Experience:

Minimum of one year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment is preferred.

Education:

Equivalent to the completion of the twelfth grade, preferably with training or coursework in child growth and development, special education, instructional technology, or a closely related field.

NCLB REQUIREMENT

Paraprofessionals who assist in classroom instruction and are hired using Title I funds after January 8, 2002, must meet the following requirements:

- Complete two 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. **This local academic assessment is included in the District's written examination for this job classification.**

LICENSE AND/OR CERTIFICATE REQUIREMENT

Possession of a First Aid Certificate issued by the American Red Cross, including CPR training.