

## DEL MAR UNION SCHOOL DISTRICT

### **CLASS TITLE: SPECIAL EDUCATION AIDE I**

#### **BASIC FUNCTION:**

Under the direction of a Principal, assist a certificated teacher in providing instruction to individual or small groups of mild to moderately disabled students enrolled in a designated special education program in a classroom environment; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Instructional Assistant-Special Education I class are assigned to assist and work with mild to moderately handicapped students within a designated special education program as assigned. Incumbents assigned to the Instructional Assistant-Special Education II class work with more severely, physically, communicatively or other handicapped students as assigned. Incumbents are required to perform more physical and medical treatment activities including physical restraint in the performance of daily activities.

#### **REPRESENTATIVE DUTIES:**

Tutor individual or small groups of mild to moderately handicapped students enrolled in a designated special education program; reinforce instruction as directed by the teacher; monitor and supervise student drills, practices and related activities. *E*

Assist the teacher in meeting the educational needs of mild to moderately handicapped students enrolled in a designated special education program. *E*

Assist in preparing and modifying individualized lessons and instructional materials as directed by the teacher; monitor and score a variety of tests and assignments. *E*

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*

Oversee student activities including field trips as required; lead and supervise games, playground activities and movement education as assigned. *E*

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating specialized educational training equipment and distributing and collecting paper and supplies. *E*

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, ordering supplies and recording grades. *E*

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment. *E*

Participate in meetings and in-service training programs as assigned. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices, especially as they relate to students with mild to moderate learning disabilities.

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reading and writing communication skills.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

**ABILITY TO:**

Assist a certificated teacher in providing instruction to individual or small groups of mild to moderately disabled students in a classroom.

Assist the teacher in meeting the educational needs of students enrolled in a special education program.

Demonstrate an understanding, patient and receptive attitude toward children with special needs.

Perform clerical duties such as filing, duplicating and maintaining routine records.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn the procedures, functions and limitation of assigned duties

Communicate effectively orally and in writing with children and adults.

Read, interpret and follow rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Oversee and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

Enlist the support, interest and participation of students.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience in working with school-age children in an organized setting.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom or playground environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Seeing to observe students.

Hearing and speaking to communicate with students and instructors.

Dexterity of hands and fingers to operate educational equipment.

Bending at the waist, kneeling or crouching.

Standing or walking for extended periods of time.

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE: SPECIAL EDUCATION AIDE II**

**BASIC FUNCTION:**

Under the direction of a Principal, assist a certificated teacher in providing instruction to individual or small groups of severely disabled students enrolled in a designated special education program in a classroom environment; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents assigned to the Instructional Assistant-Special Education II class work with more severely, physically, communicatively or other handicapped students as assigned. Incumbents are required to perform more physical and medical treatment activities including physical restraint in the performance of daily activities. Incumbents in the Instructional Assistant-Special Education I class are assigned to assist and work with mild to moderately handicapped students within a designated special education program as assigned.

**REPRESENTATIVE DUTIES:**

Tutor individual or small groups of severely handicapped students enrolled in a designated special education program; reinforce instruction as directed by the teacher; monitor and supervise student drills, practices and related activities. *E*

Assist the teacher in meeting the educational needs of severely handicapped students enrolled in a designated special education program. *E*

Assist in preparing and modifying individualized lessons and instructional materials as directed by the teacher; monitor and score a variety of tests and assignments. *E*

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior; exercise appropriate methods of restraint and control according to established policies, rules and regulations. *E*

Oversee student activities including field trips as required; lead and supervise games, playground activities and movement education as assigned. *E*

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating specialized educational training equipment and distributing and collecting paper and supplies. *E*

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, ordering supplies and recording grades. *E*

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment. *E*

Participate in meetings and in-service training programs as assigned. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices, especially as they relate to students with severe learning disabilities.

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reading and writing communication skills.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

**ABILITY TO:**

Assist a certificated teacher in providing instruction to individual or small groups of severely disabled students in a classroom.

Assist the teacher in meeting the educational needs of students enrolled in a special education program.

Demonstrate an understanding, patient and receptive attitude toward children with special needs.

Perform clerical duties such as filing, duplicating and maintaining routine records.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn the procedures, functions and limitation of assigned duties

Communicate effectively orally and in writing with children and adults.

Read, interpret and follow rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Oversee and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

Enlist the support, interest and participation of students.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years experience in working with school-age children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents in this classification are required to complete designated training courses designed to restrain and control children according to approved procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom or playground environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Seeing to observe students.

Hearing and speaking to communicate with students and instructors.

Dexterity of hands and fingers to operate educational equipment.

Bending at the waist, kneeling or crouching.

Standing or walking for extended periods of time.

**HAZARDS:**

Abusive and potentially harmful outbursts from students.

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.