INFORMATION SHEET 09/08/15 TRUSTEES' MEETING

To: Jim Bridges

For: Board of Trustees

From: Nancie Castro

Re: Revised Job Descriptions for Instructional Aide – Special Education and Para Professional– Special Education

Sometimes students with disabilities require assistance with health related needs. Our instructional aides are required to assist students with personal hygiene as this need arises. This is not reflected in our current job descriptions. We also took the opportunity to update terminology to reflect the current technology used in classrooms and we changed some language to align with changes in Special Ed laws.

Recommended Action: Please approve the revised Job Descriptions for Instructional Aide – Special Education and Para Professional– Special Education

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JOB DESCRIPTION

POSITION: Instructional Aide Special Education
SALARY PLACEMENT: Classified Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
High School Diploma or equivalent Successfully pass District proficiency test. Upon employment, must enroll and pass SJCOE NCLB training program.

MINIMUM EXPERIENCE:
One year experience working with children.

CREDENTIALS AND/OR SKILLS/KNOWLEDGE AND ABILITIES:
Understand basic principles and concepts of math, language arts, reading, science and social studies.

SUMMARY OF POSITION:
Under the supervision of Site and District Administrators and the Teacher, assist staff in the instruction of students with special needs to accomplish the objectives of the student's Individual Educational Plan.

ESSENTIAL FUNCTIONS:
Essential functions may include, but not limited to:

1. Work with students in a supportive nurturing, respectful, helpful manner.
2. Assist the teacher in the establishment of guidelines and standards.
3. Become familiar with appropriate texts and classroom instructional materials.
4. Conduct individual and/or small group instructional lessons and/or activities as directed by the teacher.
5. Maintain strict confidentiality.
6. Operate a variety of audio visual, office and school equipment. Monitors and assists students in using adaptive devices, i.e., electric wheelchairs; hearing aids; speech synthesizers; DVD players, computers, and various recreational equipment.
7. Maintain records as required.
8. Present lessons in a variety of learning modes for different age levels.
9. Present a positive learning environment.
10. Follow oral and written instructions.
11. Work with students, district personnel, and general public in a pleasant and cooperative manner.
12. Promote a climate of mutual trust and respect.
13. Complete work in a neat, accurate and timely manner.
14. Prepare instructional materials and other related materials needed by the teacher.

15. Disseminate and collect student assignment worksheets and materials as directed.
16. Assist the teacher with the supervision of students in class and at school activities.
17. Assist in clerical duties (for example: roll taking, grade recording, student attendance and/or behavior reports, reports on student achievement.)
18. Support and assist in the enforcement of classroom, school, and district rules.
19. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
20. Contribute relevant feedback/information on student progress through observation, interaction and maintaining accurate records.
21. Assist in instruction including (but not limited to):
    •vocational skills - job and work related tasks
    •academics - reading, writing, math concepts
    •motor skills - physical education, body awareness
    •speech/language - communication skills
    •leisure/recreation - recess, games, outing, breaks
    •domestic skills - food preparation, housekeeping
    •self help - toileting, feeding, personal hygiene, dressing, etiquette and manner

22. All other duties as assigned.

DIRECTLY RESPONSIBLE TO:
Director of Special Education and Site Administration

PHYSICAL ENVIRONMENT:
Must be able to stand, walk, sit and lift up to 25 lbs. (i.e., supplies, etc.), bend, twist, reach and stretch, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, able to operate office machines and equipment, demonstrate manual dexterity necessary to operate calculator, typewriter, and computer keyboard, clear vision and hearing. Hear and understand speech at normal classroom levels and outdoors and on the telephone. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone. Physical capacity to assist in lifting, moving, and positioning a person up to age 16 with a disability.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and outdoors in an educational and standard environment. Employees will come in contact with students, parents, and school district staff.

BOARD APPROVED:
September 8, 2015

JOB DESCRIPTION

POSITION: Instructional Aide Special Education
SALARY PLACEMENT: Classified Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
High School Diploma or equivalent Successfully pass District proficiency test. Upon employment, must enroll and pass SJCOE NCLB training program.

MINIMUM EXPERIENCE:
One year experience working with children.

CREDENTIALS AND/OR SKILLS/KNOWLEDGE AND ABILITIES:
Understand basic principles and concepts of math, language arts, reading, science and social studies.

SUMMARY OF POSITION:
Under the supervision of the Director of Special Education and the RSP Teacher, assist teacher(s) in the instruction of special needs students to accomplish the objectives of the student's Individual Educational Plan.

ESSENTIAL FUNCTIONS:
Essential functions may include, but not limited to:

1. Work with students in a supportive nurturing, respectful, helpful manner.
2. Assist the RSP teacher and classroom teacher in the establishment of guidelines and standards.
3. Become familiar with appropriate texts and classroom instructional materials.
4. Conduct individual and/or small group instructional lessons and/or activities as directed by the RSP teacher.
5. Maintains strict confidentiality.
6. Operate a variety of audio visual, office and school equipment.
7. Maintain records as required.
8. Present lessons in a variety of learning modes for different age levels.
9. Present a positive learning environment.
10. Follow oral and written instructions.
11. Works with students, District personnel, and general public in a pleasant and cooperative manner.
12. Promote a climate of mutual trust and respect.
13. Complete work in a neat, accurate and timely manner.
14. Prepare instructional materials and other related materials needed by the RSP teacher.
15. Disseminate and collect student assignment worksheets and materials as directed.

16. Assist the RSP teacher with the supervision of students in class and at school activities.
17. Assist in clerical duties (for example: roll taking, grade recording, student attendance and/or behavior reports, reports on student achievement.)
18. Support and assist in the enforcement of classroom, school and district rules.
19. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
20. All other duties as assigned.

DIRECTLY RESPONSIBLE TO:
Director of Special Education

PHYSICAL ENVIRONMENT:
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WORK ENVIRONMENT:
Employees in this position will be required to work primarily indoors in an educational and standard environment. Employees will come in contact with students, parents, and school district staff.

BOARD APPROVED:
February 21, 2012

JOB DESCRIPTION

POSITION: Paraprofessional/Instructional Aide – Special Education
SALARY PLACEMENT: Classified Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
Minimum A.A. degree required (paraprofessional) or high School Diploma or equivalent (instructional aide). Upon employment, must enroll and pass SJCOE NCLB training program.

MINIMUM EXPERIENCE:
One year experience working with children.

CREDENTIALS AND/OR SKILLS/KNOWLEDGE AND ABILITIES:
Understand basic principles and concepts of math, language arts, reading, science and social studies.

SUMMARY OF POSITION:
Under the supervision of Site and District Administrators and the Teacher, assist staff in the instruction of students with special needs to accomplish the objectives of the student's Individual Educational Plan.

ESSENTIAL FUNCTIONS:
Essential functions may include, but not limited to:

1. Work with students in a supportive nurturing, respectful, helpful manner.
2. Assist the teacher in the establishment of guidelines and standards.
3. Become familiar with appropriate texts and classroom instructional materials.
4. Conduct individual and/or small group instructional lessons and/or activities as directed by the teacher.
5. Maintain strict confidentiality.
6. Operate a variety of audio visual, office and school equipment. Monitors and assists students in using adaptive devices, i.e., electric wheelchairs; hearing aids; speech synthesizers; DVD players, computers, and various recreational equipment.
7. Maintain records as required.
8. Present lessons in a variety of learning modes for different age levels.
9. Present a positive learning environment.
10. Follow oral and written instructions.
11. Work with students, district personnel, and general public in a pleasant and cooperative manner.
12. Promote a climate of mutual trust and respect.
13. Complete work in a neat, accurate and timely manner.
14. Prepare instructional materials and other related materials needed by the teacher.
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