

JOB TITLE: ***PARAPROFESSIONAL INSTRUCTIONAL AIDE, SPECIAL EDUCATION***

DESCRIPTION OF BASIC RESPONSIBILITIES

To assist Teacher in the instruction, supervision, and training of individuals or groups of special education and regular education students by performing a variety of instructional support activities and to enhance the environment within assigned classrooms. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

SUPERVISOR: Principal

TYPICAL DUTIES:

1. Assist teacher in serving mentally, emotionally, learning, or physically handicapped students.
2. Assist in the instructing/tutoring of assigned students including multiple grade levels in basic academics, language, and/or specialized subject areas.
3. Confer with Teacher regarding student levels/needs.
4. Present Teacher-prepared lessons, reinforce concepts, listen to students read, answer questions, assign work, and check work for completeness and accuracy.
5. Implement daily student activities and/or lessons.
6. May organize students' plans/recreational activities.
7. Supervise students to maintain effective learning and/or safe play/recreational environments, noting behaviors observed and disciplining when necessary per District Policy.
8. Organize learning and/or instructional environment, set up materials and equipment for daily activities, gather appropriate resource information, and maintain neat and orderly classroom/instructional areas.
9. Prepare bulletin boards, prepare and laminate graphic and written materials, and assemble, collate, and staple work folders and instructional packets.
10. Assist with correction and recording of tests, daily assignments, and homework.
11. Assist in the establishment and maintenance of records and files such as pupil profile cards, lesson plans, behavior management points, grades, report cards, attendance records and IEPs.
12. Operate a variety of office and audio-visual machines and equipment including typewriter, copier, film projector, tape recorder, VCR, and language master.
13. Perform a variety of clerical duties as assigned, including typing, filing, mailing, and duplicating.
14. Attend in-service training, parent conferences, and after school meetings as assigned.
15. Assist special education students with physical or educational needs, including personal hygiene. The Special Services Stipend may apply as per Article 9, paragraph 9.9.1.
16. Assist the teacher in the process of assessing students.
17. Perform other duties similar to the above in scope and function as required.

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EMPLOYMENT STANDARDS:

Knowledge of:

- proper English usage, grammar, vocabulary, spelling, and punctuation;
- general needs and behaviors of students;
- pertinent academic areas and learning situations;
- emotional makeup and special learning needs of developmentally handicapped students.

Ability to:

- learn methods and procedures to be followed in assigned special education classroom;
- communicate effectively, understand, and carry out both oral and written instructions;
- understand the needs of special education students and effectively relate to learning/recreational situations;
- learn the requirements of the students in the specific special education learning program(s) to which assigned;
- establish and maintain accurate records and files;
- type accurately at a rate required for successful job performance;
- operate standard office and instructional equipment as appropriate to area of assignment;
- exercise tact, patience, courtesy, and good judgment in dealing with students;
- maintain the security and confidentiality of specified records and information;
- learn District/school policies related to student conduct, safety, and welfare in assigned areas;
- establish and maintain effective work relationships with those contacted in the performance of required duties;
- maintain positive relationships with staff, students, and community.

Aromas-San Juan Unified School District

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EXPERIENCE:

Voluntary or paid experience involving classroom assistance or other instructional duties is desirable.

EDUCATION:

- High school diploma or equivalent.
- One of the following:
 - Complete two years of study (48 semester units) at an institution of higher education; or
 - Obtain an associate's (or higher) degree from an institution of higher education; or
 - Pass a District-selected assessment demonstrating knowledge of and the ability to assist in instructing reading, writing, and mathematics.

MEDICAL CATEGORY II

Moderate Physical Effort

1. Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull, or climb.
2. Requires lifting 50 lbs. maximum or carrying any object weighing up to 25 lbs.