

Noncertificated Positions

Specialized Program Assistant – Transitional Aide

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Board Approved – 9/09/25

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1. Show experience working with diverse disabilities and neurodiverse needs.
2. Provide one-on-one support during new student transitional phases.
3. Support students ages 3-21 in all District locations.
4. Assist new students during their adjustment periods.
5. Travel between all District locations, as needed.
6. Collect and record student behavioral and academic data to report to building Administrator and Admissions team.
7. Under the supervision of a properly certified staff member, plans and implements classroom activities in areas such as independent study, vocational programs, alternative placement centers, and speech therapy.
8. Performs duties within the classroom, throughout the campus, on school grounds, and during all special area activities, as directed by the certificated staff member.
9. Assists in crisis management situations.
10. Guides student independent study, enrichment work, and remedial work set-up by the certificated staff member.
11. Develops a weekly schedule of activities in conjunction with the certificated staff member and provides input in terms of student progress.
12. Remain flexible in continuous changes of location/placement based on student needs.
13. Perform assigned duties within buildings, including one-on-one assistance when necessary.