



POSITION: Instructional Aide Special Education - Mild to Moderate

REPORTS TO: Principal/Classroom Teacher

SALARY RANGE: Range 23 on the Classified Salary Schedule

WORK YEAR: 10 Months

QUALIFICATIONS:

EDUCATION/EXPERIENCE

- A.A. degree or equivalent required; courses in Psychology, Child Growth, and Development, or a closely related field preferred;
- Successful experience tutoring or assisting with instruction, elementary or secondary school preferred;
- Successful experience demonstrating tact, courtesy, positive attitude and maintaining cooperative relationships with those contacted during the course of work;
- Prior experience working with disabled children is highly desirable;
- Satisfactory work history.

OVERVIEW:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or groups of students placed in special education programs because of specific learning disabilities, severe emotional and behavioral issues, orthopedic disabilities and/or other limiting conditions; monitor and report student progress regarding behavior and performance; perform a variety of clerical and instructional duties in support of the instructional program as required by the disabling/limiting condition of the student and according to established Individual Education Plans (IEPs).

RESPONSIBILITIES:

- Assist a certificated teacher in providing instruction to students in an assigned special education program such as Therapeutic Services, Specialized Academic Instruction Learning Centers, orally/aurally, or other special education assignments, mainstreamed classes, general education classrooms, physical education, recess, lunch, or other activities as assigned;
- Provide instructional assistance to individuals or groups of special education students in a special or mainstreamed classroom; assist and attend to special education students during classroom activities, physical education periods, or other activities as assigned;
- Assist students in understanding and comprehension of classroom assignments; explain errors and answer questions to reinforce the main lesson plans; assist students with problem-solving tasks, reading, English, and other assignments;
- Reinforce instruction to students with learning disabilities, communication, and behavioral issues; confer with teachers, counselors, psychologists, and administrators concerning programs and materials to meet the individual needs of special education students;
- Maintain order and direct group activities of students as assigned; monitor, observe, and control behavior of students; report progress and concerns regarding student performance and behavior to the teacher; supervise students while the teacher is temporarily out of the classroom;
- Prepare instructional materials as directed by the teacher; administer assigned testing instruments such

as Woodcock-Johnson, CTBS, CAP, and WRAT to assist in developing IEPs; administer and score a variety of tests and assist in maintaining student files, progress reports, and records;

- Provide support to the teacher by setting up work areas, displays, exhibits, and bulletin boards; operate audio-visual equipment and educational training equipment; distribute and collect paper and supplies;
- Perform a variety of clerical duties such as preparing and duplicating instructional materials, scoring papers, and recording grades; maintain records including attendance, grades, and test scores as assigned; maintain the confidentiality of records and information related to students and parents; maintain inventory and requisition materials and supplies as needed;
- Assure the health and safety of students by following health and safety practices and procedures; assist students with general first aid and medical needs; assist students in emergency and fire drill procedures; assist in maintaining a clean and orderly learning environment;
- Operate personal computers to assist students with learning exercises; demonstrate proper operation of keyboards and software applications; interpret on-screen instructions to students; review, correct, and copy assignments, compile student and class rosters, update student information and student IEP progress;
- Accompany teachers and students on field trips and other student-related extracurricular activities as assigned;
- Assist with maintaining a variety of records and files, including IEP records;
- Participate in staff meetings and in-service training programs as assigned;
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Child guidance principles and practices, especially as they relate to special education students;
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language, and reading;
- Principles and techniques of providing instructional assistance to small groups of individuals in a variety of subject areas;
- Basic techniques for measuring student progress;
- Safe practices in classroom and playground activities;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Oral and written communication skills;
- Interpersonal skills using tact, patience, and courtesy;
- Basic personal computer operation;
- Basic record-keeping techniques;
- Appropriate classroom procedures and conduct;
- Assist a certificated teacher with instruction in an assigned special education program;
- Work with mild to moderate disabled and emotionally disabled students;
- Assist with the development of students' social skills through an integrated program based on individual needs;
- Learn and utilize various modes of teaching for students' specialized needs;
- Follow the lesson plans and make necessary adjustments to facilitate individual student needs;
- Learn behavior modification, disciplinary techniques, and specialized physical health care needs of students;
- Demonstrate a patient, understanding, and receptive attitude toward children with special needs, including those with disruptive emotional characteristics;
- Administer assigned testing instruments to assist in developing IEPs;
- Understand and follow oral and written directions;
- Learn the procedures, functions, and limitations of assigned duties;
- Operate a personal computer and assigned software applications;
- Work independently with minimal direction and work confidentially with discretion;
- Communicate effectively with children, parents, and other adults;
- Establish and maintain effective working relationships with students, parents, and faculty;
- Understand and apply rules, regulations, policies, and procedures;

- Speak and write properly in English;
- Perform clerical duties such as filing, duplicating, and maintaining records;
- Learn instructional techniques appropriate for assigned handicapped/disabled students.

MINIMUM REQUIREMENTS:

- Legal Authorization to work in the U.S.;
- Ability to pass a Department of Justice (DOJ) fingerprint clearance;
- Within 60 days of hire, provision of TB (tuberculin) clearance, as mandated by the California Education Code.

PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

During the execution of this role, the employee will regularly engage in verbal communication or auditory activities such as hearing and speaking to exchange information. The employee will regularly monitor students during classroom activities and assist students. The role entails bending at the waist, walking, and standing for extended periods of time. This role requires dexterity of hands and fingers to operate specialized equipment or office equipment. Additionally, the employee will frequently need to manipulate objects, tools, or controls using their hands and may also be required to extend their hands and arms. This role will entail standing, walking, sitting, climbing, and balancing, as well as stooping, kneeling, crouching, or crawling.

The employee must be able to push and maneuver students in wheelchairs, and safely lift and support students' weights when transferring from wheelchairs, toileting, etc. Lifting and supporting students with weight up to 70 lbs. and frequent lifting and/or carrying of objects weighing a minimum of 20 lbs.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee frequently works at a computer in an office environment. While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock.

The job entails potential for exposure to adverse weather conditions and temperature extremes; exposure to blood-borne pathogens and communicable diseases; and interaction with disruptive and/or unruly individuals.

The noise level in the work environment is usually moderate.

NON-DISCRIMINATION POLICY:

The Palo Alto Unified School District does not discriminate in any program, activity, or employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

PAUSD is an equal-opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state, and local laws.