

Farmersville Unified School District

JOB TITLE: SPECIAL EDUCATION INSTRUCTIONAL AIDE

JOB DESCRIPTION

Definition:

Under the general supervision of a certificated teacher or an administrator, to primary assist with the instructional services such as group and class presentation, informal student progress evaluation and reports through constant interaction with students and staff and perform other duties as related.

Reports to:

Supervisor of this position.

Examples of Duties:

- Maintains effective group and individual behavior to provide an optimum learning environment;
- Assists teacher cooperatively and creatively within the total instructional environment.
- Observes and corrects unsafe working conditions.
- Writes brief and concise notes to teachers and staff.
- May present instructional material to a student group in a wide variety of instructional areas in conjunction with the instructional plan or outline of the teacher.
- Develops creative methods and techniques within the suggested framework of the teacher.
- Files and retrieves quickly and accurately, reports, financial records, correspondence.
- Interact with teachers, staff, parents, and supervisor to attain the educational objectives of students.
- Assembles instructional material to ensure implementation of the instructional program.
- Assists teacher in evaluating student progress in a wide variety of skills.
- Develops student physical awareness.
- May assist in supervision of play and lunch activities.
- May assist in supervision of bus loading and unloading.
- Perform other related duties as assigned.

Qualifications

Knowledge of:

Proper English grammar, punctuation and sentence structure. Basic administrative structure of Department of Education.

Education:

Must have a high school diploma or its equivalent. Must also meet one of the following criteria:

- completed at least two years of study (48 units) at an institution of higher education; or
- obtained an associate's (or higher) degree

Skills to:

- Reading sufficient to read notes, memos, and student reports of a moderately complex nature.
- Filing of sufficient to alphabetically file and retrieve letters and reports
- Oral communication to effectively convey information
- Math skill to add, subtract, multiply and divide
- Writing skills to effectively write messages and notes
- Interpersonal skills to effectively interact with students, public, teachers, and staff.
- Proofread typed material
- Organization skills to determine steps in a process and structure time effectively.
- Receive and implement job duties based on brief and concise oral directions.
- Use of such equipment as copy machine, phonograph, tape recorder, typewriter.
- Record-keeping skills to assist in the maintenance of student files.
- Work effectively in direct work with individual students and groups.
- Successful passing of proficiency test.

Other Characteristics

Willingness to:

- Work overtime with additional compensation
- Travel locally
- Use own transportation
- Run errands
- Perform routine, repetitive tasks to completion
- Attend meetings, classes, conferences and in-service training
- Work at any employer location and be reassigned

Experience:

Some successful experience interacting with children. Some positions within classification may require other specific experience to assist in knowledge and/or skills acquisition.

Physical:

Ability to stand and walk for long periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis, lift and carry 40 lbs., ability to reach in all directions; adequate sight or corrected vision to read printed directions or instructions; hear and speak to communicate with co-workers, students and the public; have dexterity of the hands and fingers to operate office equipment; ability to work in rush conditions.

Other Requirements:

Applicants selected for employment will be required to pass a district proficiency test, submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License (use of private vehicle may be required).

Approved by Board: August 11, 1992
Revised: February 22, 2006
CSEA Approved: February 22, 2006 By Y. Castro
Board Approved: March 28, 2006