

**TITLE: LEAD RELATED SERVICES AIDE**

**JOB GOAL:** Under the general supervision of the Executive Director of Special Education or designee, is responsible for the day to day site supervision and effective implementation of educational programs for students with disabilities impacting social, emotional, behavioral and mental health needs..

**QUALIFICATIONS:**

***Knowledge of:***

1. General concept of child growth and development and child behavioral characteristics.
2. Techniques used in controlling and motivating children.
3. Competency and skills involving interpersonal/group dynamics.
4. Computer skills
5. Assertive and assaultive behavior protection and basic self defense methods
6. Basic subjects taught in District schools, including arithmetic, grammar, spelling, language, and reading.
7. Health and Safety Regulations
8. Child guidance principles and practices, especially as they related to school-age children with disabilities.
9. Educational expectations based on the California Content Standards
10. Theories of Applied Behavior Analysis, Cognitive Behavioral Therapy, social skills curriculum, behavior management strategies and other research –based practices used in the District.

***Ability to:***

1. Assist staff/specialists with instruction, services and related activities of the assigned learning environment.
2. Be a productive and active team member
3. Learn the procedures, functions, and limitations of assigned duties.
4. Lift, restrain, and discipline students according to approved policies and procedures.
5. Maintain confidentiality of pupil and school information
6. Obtain and maintain a valid First Aid Certificate and CPR Certificate.
7. Operate a district or personal vehicle observing legal and defensive driving practices.
8. Present and maintain a pleasant appearance and demeanor.
9. Provide appropriate special education services in the regular classroom as identified within a child's IEP.
10. Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
11. Understand and carry out oral and written directions.
12. Communicate effectively with students, faculty, specialists, parents, and other adults.
13. Assist staff with how to manage student behavior and implement current behavior support and intervention plans.

***Training, Education and Experience (required)***

1. Any combination of education equivalent to the completion of the twelfth (12<sup>th</sup>) grade.
2. One (1) year of successful experience in working with students whose disabilities impact their
3. Possession and maintenance of a valid California Driver's License.

***Training, Education and Experience (desired)***

1. A Bachelor's degree in Psychology, Special Education and/or related field.
2. Two years (2) of successful experience in working with students whose disabilities impact their social, emotional, behavioral and mental health needs in a variety of settings.
3. Supervisory experience of students and staff.

**TITLE:** LEAD RELATED-SERVICES AIDE

**REPORTS TO:** Executive Director of Special Education or designee.

**ESSENTIAL FUNCTIONS:**

4. Develops and implements educational programs for students with disabilities impacting social, emotional, behavioral, and mental health needs.
2. Trains, guides, and consults with staff on the implementation of educational programs for students with disabilities impacting social, emotional, behavioral, and mental health needs.
3. Prepares educational materials and equipment for use in classroom and group activities.
4. Acts as a liaison between instructional aides, teachers, therapists, administrators, and parents.
5. Works both collaboratively and independently.
6. Makes accurate and timely decisions.
7. Handles all matters in tactful, courteous, and confidential manner.
8. Manages time effectively, maintains records of services, and communicates with pertinent stakeholders.
9. Under the supervision of an assigned administrator directs classified staff in the implementation of programs and interventions.
10. Meets regularly with program and assigned school site staff to ensure program quality and compliance.
11. Communicates any adjustments, changes, or maintenance of a variety of records, logs, and files to appropriate supervisory staff.
12. Performs other related duties as assigned.

**PHYSICAL ABILITIES:**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten pounds frequently, and twenty pounds occasionally.
8. Able to carry up to ten pounds frequently and twenty pounds occasionally.
9. Able to push and pull objects weighing up to forty pounds.
10. Able to exhibit full range of motion for shoulder external rotation, internal rotations, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.
11. Able to operate a motor vehicle in a safe and effective manner.

**TERMS OF EMPLOYMENT:** Eleven month work year  
220 work days  
Classified Bargaining Unit Member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Classified Personnel. The assigned administrator will give the evaluation.

Approved by: Board of Education  
Amended by: Board of Education

Date: May 23, 2013  
Date: December 10, 2015

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS  
AN EQUAL OPPORTUNITY EMPLOYER AND  
A TOBACCO-FREE, DRUG-FREE WORKPLACE