

## **ROCKLIN UNIFIED SCHOOL DISTRICT**

**JOB TITLE:** SPECIAL EDUCATION INSTRUCTIONAL AIDE I

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To assist a certificated teacher(s) in the instruction, supervision, training, and personal care needs of individual or groups of students by performing a variety of instructional support activities; to perform a variety of related duties in the maintenance of an effective learning environment; to perform clerical duties; and to do related work as required. Employees in this classification receive direct to general supervision and training opportunities within a well-defined framework of policies and procedures. This job class provides a variety of responsible instructional support activities to enhance the District's educational environment. This job class requires a high degree of positive contact with both students and certificated staff. Assignments may be performed as part of a Resource Specialist "pull-out" special education program (RSP), within a Special Day Class (SDC), or by providing special education support in a regular education environment.

**SUPERVISOR:** School Site Administrator and Assigned Teacher

### **TYPICAL DUTIES**

Responsible for the following typical duties as defined in job description for Instructional Aide.

Assists teacher(s) in instructing individuals and/or small groups of students in various learning situations including basic academic, vocational, and/or specialized subject areas; tutors students as assigned

Assists certificated teacher(s) in implementing curriculum for assigned area(s) of instruction

Assists in supervising students to maintain effective learning environment, noting behavioral problems observed and disciplining when necessary

Assists in organizing assigned learning and/or instructional environment(s), maintaining bulletin boards, issuing and retrieving equipment/materials, and maintaining neat and orderly classroom/instructional areas

Provides feedback to develop positive self-esteem of student  
Discusses rules and consequences of actions for inappropriate behavior with students

Following training by and under supervision of a credentialed school nurse, assists students in personal care such as toileting, dressing, grooming, and eating

Prepares materials for use in instructional activities; types and makes dittos; copies materials, collates, staples, and hole punches tests and work sheets; gather appropriate resource information/materials; and sets up equipment as assigned

Provides teacher(s) and/or school administrators with relevant feedback and information on student progress through observation, daily contact, and maintaining accurate student records

Participates in parent/family meetings as assigned

Administers and scores tests, daily assignments, and homework

Maintains informational and operational records and files including test/homework scores, attendance information, meal counts, student work folders, learning center/computer lab use, and records related to books, materials, equipment, and supplies

Monitors and assists students while using equipment such as computer terminals, controlled readers, and cassette players as assigned

Monitors, inventories, orders, and maintains instructional supplies and equipment

Takes daily attendance and prepares appropriate attendance forms

Prepares answer keys for worksheets and tests

Contacts parents regarding meetings, appointment scheduling, and to verify/obtain information

Escorts students to and from classroom, library, playground, cafeteria, and other school areas

Assists in monitoring and supervising students during lunch, recess, field trips, etc., as assigned

Performs a variety of clerical tasks as assigned including typing, filing, telephone, message delivery, routine data entry, etc.

Supervises the preparation and serving of snacks and meals

Performs First Aid in accordance with established District guidelines and policies

May assist with standardized testing associated with regular education district-wide assessments under the supervision of certificated staff, completing information on score sheets, monitoring tests, recording scores in cum folders, and administering make-up tests

Performs related duties as assigned

Additional duties for Special Education Instructional Aide I:

Assists certificated staff with operating a special education classroom for an individual or group of mentally, emotionally, physically, or learning challenged students

Supports and assists with students instructional goals as based on Individual Educational Plans (I.E.P.)

Instructs/tutors individual or small groups of students, both identified special education students and students at risk academically, in various learning situations using a variety of learning strategies specific to disabled children

Under the supervision of the certificated special education teacher(s), modifies curriculum for students mainstreamed into the regular classroom

Presents lessons and assists students with assigned work, answering questions, and reinforcing concepts

Assists special education students with specific behavioral interventions under the supervision of a certified special education teacher and/or certificated school psychologist.

Provides appropriate individual and group interventions to redirect/modify behavior

Observes student behavior to identify potential problems and reports concerns to teacher, administrator or parent, as appropriate

Assists in the transporting of students with special needs on school campus under the supervision of certificated special education staff. Lifts and positions students into or out of wheelchairs, walkers, and other adaptive equipment and pushes wheelchairs or assists with walkers

Supervises students with non-disabled peers in campus activities

Assists students with the use of adaptive devices, such as communication boards and computers

Assists students in their arrival and departure from school

Following training by and under supervision of a credentialed school nurse, assists with physical care of special education students by helping with cleanliness and personal hygiene, assisting with toilet training, feeding children unable to feed themselves using special feeding equipment as necessary, and assisting with first aid and other health care procedures.

Under the supervision and training of a credentialed school nurse, may provide medication to students as directed by Board Policy and Administrative Procedure 5425

**EMPLOYMENT STANDARDS:****Employment standards as defined in job description for “Instructional Aide”:**

Knowledge of proper English usage, spelling, punctuation, and grammar

Knowledge of the general needs and behaviors of students

Knowledge of pertinent academic areas and learning situations

Ability to maintain confidentiality of information regarding students

Ability to learn methods and procedures to be followed in assigned instructional situation

Ability to understand and carry out both oral and written instructions in an independent manner

Ability to understand the needs of assigned students and to effectively relate to these needs in a learning situation

Ability to analyze situations accurately and adopt an effective course of action

Ability to effectively supervise students in a variety of situations

Ability to establish and maintain accurate classroom/program records and files

Ability to communicate effectively and tactfully in both oral and written forms

Ability to operate standard office and instructional equipment as appropriate to area of assignment such as copier, mimeograph, duplicator, scantron, computer terminal, laminator

Ability to type accurately at a rate required for successful job performance

Ability to remain calm and patient in stressful situations

Ability to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties

Knowledge of basic First Aid

**Additional employment standards for Special Education Instructional Aide I:**

Knowledge of the special needs of students who have behavioral, learning, or physical disabilities

Ability to recognize changes in student behavior and appearance

Ability to learn methods and procedures related to behavioral intervention techniques

Ability to respond quickly in emergency situations

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category II:

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

The Rocklin Unified School District  
**Maintains a tobacco-free, drug-free environment**

Adopted: August 15, 2001