

**Enterprise Elementary School District
Classified Job Description**

Job Title: Special Education Aide
(Classified Position)
Department: Instructional Services
Reports To: Site Principal
Range: C
Prepared By: Human Resources Clerk
Revised Date: December 19, 2002
Approved By: Board of Education
Approved Date: February 3, 2003

SUMMARY- Under the direction of the site principal, performs varied supervised instructional and non-teaching tasks in assisting teachers in the conduct of the Special Education Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Participates in daily and long-range lesson and classroom activities and environment in order that students may learn. Conducts learning exercises with small groups of children. Guides students in working and playing harmoniously with other students. Alerts teacher to special needs of individual students. Helps maintain individual records for each student (i.e. attendance accounting, grading papers, etc.). Assists the teacher in maintaining a neat work area. Assists in lifting and moving students and in meeting the other unique needs, depending upon student handicaps, including but not limited to toileting. Administers medication, following District procedures, as directed by physician and assists in other medical procedures as directed by physician. Helps with playground and lunchroom supervision, assists teachers in typing, escorts and supervises children to the bus to meet transportation needs. Helps with playground and lunchroom supervision, assists teachers in typing, escorts and supervises children to the bus to meet transportation needs. Helps with physical education activities, helps with bulletin boards, assists in making arrangements for field trips and accompanies and assists on such trips, makes masters, and uses copying equipment. Performs other duties which are reasonably related to the above.

QUALIFICATIONS- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE- A high school diploma or general education degree (GED). Effective 01/01/03, any schools in the Enterprise Elementary School District where the paraprofessionals are funded by Title I, two years of college education with 48 college credits, or an AA degree, or the passing of a state approved assessment proficiency test, is required. Some applicable experience, education, or training related to the program area. Recent experience in working with children or youth groups desirable. Ability to understand and work effectively with

children; must be sensitive to the needs of children who have qualified for placement in the Special Education Program; ability to understand and follow oral and written instruction; ability to perform simple clerical work; adequate typing skills, filing, using duplicating machine, etc.; ability to maintain harmonious working relationships with teachers, other employees, students, and parents. Must have passed Instructional Aide Proficiency Test.

LANGUAGE SKILLS- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees.

MATHEMATICAL SKILLS- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.


REASONING ABILITY- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS – Effective 01/01/03, AA degree or 48 college units; or certificate of passage of state authorized proficiency examination for any paraprofessional whose position is funded by Title I; Instructional Aide Proficiency Certificate from Shasta County Office of Education

PHYSICAL DEMANDS- A pre-placement physical examination is required. 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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

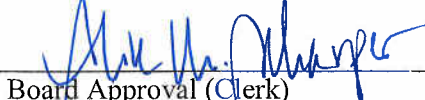
WORK ENVIRONMENT- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate


CSEA President

1-16-03
Date


Director of Human Resources

12-20-02
Date


Board Approval (Clerk)

2-05-03
Date