

North County Joint Union School District
500 Spring Grove Road
Hollister, CA 95023

CLASSIFIED POSITION

JOB TITLE: 1:1 Specialist Aide

SALARY RANGE: 15

Description of Basic Functions and Responsibilities: 1:1 Specialist Aides perform a variety of duties in support of instructional activities and programs for a student who has an IEP which requires 1:1 assistance in order to access the regular curriculum. Work is performed in a classroom, small group or 1:1 environment. Students are being instructed using the general education core curriculum but with specialized instructional techniques. Students who require 1:1 support require extensive assistance throughout the day in order to access their curriculum. The 1:1 Specialist Aide may provide instruction through use of specialized techniques and may work independently with minimum supervision.

The 1:1 Specialist Aide applies well-developed communication skills sufficient to interact with administrators, teachers, other staff members, parents and student in formal and informal settings.

Directly Responsible To:

Classroom teacher
Resource Specialist for Special Education
Site administrators

Examples of Duties

1. Assists certificated resource special education teacher and regular classroom teacher in planning and conducting lessons and other classroom activities
2. Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and /or reinforce lesson plans.
3. Consults with the teacher or resource specialist about necessary accommodations and/or modifications needed by the individual student
4. Applies specialized techniques/strategies such as behavior intervention strategies, structured teaching, and assistive technology (if needed) as required.
5. Prepares instructional materials and cleans up after activities
6. Observes and controls behavior of student according to approved procedures and/or individual behavior plan
7. Supervises student and assists in maintaining order on the yard, playground, lunch area, community-based settings and during other school activities such as field trips
8. Assures classroom routines are consistently followed
9. Assures IEP plan to followed regarding instructional component

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10. Accompanies student going from one location to another, if needed
11. Assists certificated staff in administering a variety of formal and informal assessments
12. Confers, as needed, with teachers, specialists and other school personnel concerning the instructional program and activities, progress of student and concerns about student.
13. Prepares and maintains a variety of confidential files and records for assigned program and/or student
14. Operates a variety of office and classroom equipment including computers, copiers, fax machines, adaptive equipment, etc.
15. Performs a variety of clerical duties such as scoring papers, recording grades, data collection, and preparation of paperwork related to the development of the IEP
16. Assists with student's hygiene if needed.
17. Performs other duties as assigned.

Required Qualifications:

1. Any combination of experience and training which would indicate possession of the knowledge, skills, and abilities needed to work in a specialized special education environment is highly desirable
2. Must have or be willing to successfully complete training in the specialized techniques, strategies and procedures required for the assignment.
3. Specific experience working with children in a classroom or other organized setting required
4. Knowledge of child development, general and special education alternative curriculum and instructional materials, basic understanding of the special education program and its purpose, basic English language and math skills, strong communication skills in both formal and informal settings essential
5. Good record-keeping, clerical and computer skills
6. Positive student behavior management techniques and strategies

Training, Experience and Educational Requirements:

1. Completion of the twelfth grade
2. Experience dealing with school age children
3. Passed CBEST or two years of study at a college or university(48 units); or Associate's degree; or must have passed local academic assessment
4. Possession of a valid California Driver's License

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Physical Effort/Work Environment:

Physical Demands of Position

The following essential physical requirements:

1. Seldom
2. Occasional
3. Often
4. Frequent

1. Ability to stand or sit for prolonged periods of time (4)
2. Ability to sit in chairs and or floor and leaning over desks for prolonged periods of time (4)
3. Ability to walk, twist, turn, squat, crawl, stoop, crouch, kneel, bend over, grasp, reach overhead, push and pull (2)
4. Ability to hear and understand speech at normal levels (4)
5. Ability to read (4)
6. Ability to communicate so others will be able to clearly understand normal conversation (4)
7. Ability to grasp and manipulate small objects (2)
8. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard (3)
9. Physical strength sufficient to periodically lift and/or carry 50 pounds; occasionally lift 80 or more pounds with assistance (1)
10. Lift, push and /or move up to 75 pounds of static weight (1)
11. Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds (2)
12. Ability to restrain a student with proper training provided(2)
13. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make value judgments and decisions (3)

Work Environment:

1. Inside and outside
2. School environment
3. Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
4. Ability to deal with both adults and students

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Work hazards:

1. Subject to exposure to communicable or infectious diseases

Daily Service: To be determined as needed