

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

CLASSIFIED POSITION

JOB TITLE: Special Education / Special Needs Aide

SALARY RANGE: 15

Description of Basic Functions and Responsibilities:

Under the direction of District Administration, provides a variety of instructional and clerical activities in a special or general education class for individual students or small groups of students with moderate to severe disabilities. Receives supervision from the School Administrator and/or within a framework of standard policies and procedures; provides student instruction under guidelines of classroom teacher and/or SPED teacher; assists in the conduct of intensified learning experiences related to students with special needs; makes routine decisions within the established policies and procedures of the classroom and the District.

Directly Responsible To:

Classroom Teacher
Resource Specialist for Special Education
Site Administrators

Examples of Duties

1. Successfully complete the required authorized levels of training within 6 months of employment.
2. Maintains all appropriate/required levels of trainings and certificates.
3. Attends to medical procedures (after receiving appropriate training and authorization) including, catheterization, tracheostomy suctioning, medications, seizures, diabetics, asthma, and tube feeding as needed.
4. Works with special education students both in the classroom and the community.
5. Assists with the development, preparation and presentation of instructional activities including academics, recreation, leisure, self-care, vocational training, and community training as appropriate for the level of students.
6. Provides student instruction to individual and small groups of students to reinforce the follow up on learning activities.
7. Assists in the management and shaping of student behavior using positive behavior intervention strategies.
8. Observes behavior of students to ensure that they do not injure themselves or others, notes students' progress.
9. Assists students with personal hygiene and grooming including taking them to the bathroom, changing diapers, assisting with changing clothes, washing hands and face, hair care, and dental care.
10. Operates a variety of instructional media and equipment and maintains an inventory of textbooks, supplies, and equipment.
11. Coordinates student(s) schedules with classroom teacher/SPED Director/Case Manager.

12. Provides a variety of clerical and supportive tasks.
13. Attends to physical needs of students including aiding with adaptive equipment, braces, walkers, wheelchairs, standing tables, etc. and lifting students from wheelchairs to other seating arrangements.
14. Maintains student records and files and, upon request, attends meetings and parent conferences, including home visits and IEP meetings related to curriculum and/or student-related problems.
15. Understands and applies guidelines involved in confidentiality of student records.
16. Assists students with motor skills activities including balancing, throwing, catching, running, sports, and games.
17. Works cooperatively with parents, students, and staff.
18. Attends appropriate trainings as assigned.
19. Performs other related duties as assigned.

Required Qualifications:

1. Principles, practices and techniques involved in the monitoring, analysis and treatment of students with special needs.
2. Child guidance principles and practices related to children with disabilities.
3. Principles, practices and methods used in the assessment of student needs, behavioral problems and progress.
4. IEP practices, procedures and techniques.
5. Instructional methods, strategies and techniques related to students with Autism and other identified needs.
6. Knowledge of problems and concerns of students with special needs.
7. Operation of standard office equipment including a computer.
8. Oral and written communication skills.
9. Interpersonal skills using tact, patience, courtesy and confidentiality.
10. Record-keeping techniques.

Training, Experience and Educational Requirements:

High School Diploma or GED

Current First Aid and CPR Card (recertification will be required)

Completion and annual renewal of health trainings:

- Seizures
- Diabetics
- Medication
- Asthma

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein. One or more years of paid or volunteer experience working with children in a Special Education environment. One or more years of college with course work in Special Education, Psychology, and Child Growth and Development may be substituted for year/s of experience working with children. Training in specialized areas, (i.e., speech, behavior) may be required and must be pre-approved by District Administrator. Bilingual/biliterate (language of need) if needed.

Knowledge of typical and atypical child growth and development and child behavior characteristics.

Knowledge of instructional materials used at grade level; curriculum content and objectives; application of curriculum to students with special needs; positive student behavior management techniques and strategies.

English usage, punctuation, spelling, and grammar.

Basic arithmetic concepts.

Simple record keeping, record management, and computer usage.

Training in behavior management, inclusion, visual aids, disability awareness and specific disabilities. (preferred)

Physical Effort/Work Environment:

A pre-placement physical examination may be required. This position requires appropriate dress for moderate to heavy physical effort.

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 lean 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 (4)
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 lift and/or carry 50 pounds; occasionally lift 80 or more pounds with assistance (4)
10. Lift, push and /or move up to 75 pounds of static weight (4)
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 (24)
13. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make value judgments and decisions (4)

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

Work hazards:

1. Subject to exposure to communicable or infectious diseases

Daily Service: To be determined as needed