



# EL TEJON UNIFIED SCHOOL DISTRICT

Rodney Wallace  
District Superintendent

## CLASSIFIED JOB OPENING

- POSITION:** Special Education Aide  
3 ½ hours per day
- PRIMARY FUNCTIONS AND QUALIFICATIONS:** See Job Description in School Office
- SALARY RANGE:** #5 \$11.75 to \$14.44 per hour
- SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.
- APPLICATION PROCEDURE:** Please submit a letter of interest to the District Office by Thursday, June 14, 2018.

***ALL INSTRUCTIONAL AIDES MUST MEET THE FOLLOWING REQUIREMENTS:***

- *AA/AS Degree; or*
- *48 college units; or*
- *Successful passage of proficiency test equivalent to AA Degree*

**PLEASE DO NOT REMOVE POSTING**

## El Tejon Unified School District

### **SPECIAL ED AIDE Job Description**

#### **JOB SUMMARY**

Under supervision of the Principal and Resource Specialist teacher, performs a wide variety of instructional, clerical, and light housekeeping functions. Performs yard duty and student supervision duties as assigned by the Principal. Aids teachers, but full responsibility for appropriate instruction, curriculum materials and evaluations remains with the teacher. As required, supervises students for a limited time, not to exceed 30% of normal work week, for situations related to the Resource Specialist Program. Perform other related duties as assigned.

#### **REQUIRED QUALIFICATIONS**

##### Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics;  
Student behavior management strategies and techniques;  
Appropriate English usage, punctuation, spelling and grammar;  
Basic arithmetical concepts;  
Routine record management, storage and retrieval systems and procedures.

##### Ability to:

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups;  
Communicate effectively in oral and written form in English and/or a second language, as required by the assignment;  
Perform routine clerical tasks and operate a variety of educational and office-related machines and equipment;  
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships with children and adults.

##### Experience and Training Guidelines

One year of paid or volunteer experience working with multi-age groups of children or the equivalent.

##### Education:

Equivalent to the completion of high school, supplemented by training or coursework in child growth and development. Proficiency in basic skills as evidenced by obtaining a passing score on the Bakersfield Adult School Proficiency Test, or diploma from a California high school obtained after 1980.

#### **ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Assists instructional personnel with presentation of learning materials;
2. Tutors individual students and small groups of students to reinforce and follow up learning activities;
3. Monitors and assists students in drill, practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;
4. Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors;
5. Assists in management of student behavior through use of positive reinforcement strategies and techniques;
6. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;

**SPECIAL ED AIDE JOB DESCRIPTION**

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- 7. Maintains a variety of records and files, including student records and information;
- 8. Operates and assists students in a variety of instructional media machines and equipment;
- 9. Assists students with activities to develop small muscle and eye-hand coordination;
- 10. May assist students with toileting and personal hygiene;
- 11. Maintains or assists in maintaining an orderly, attractive and positive learning environment;
- 12. May participate in parent conferences, as requested by the administrator;
- 13. Maintain confidentiality on school-related matters;
- 14. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements:
  - 1 = Seldom = Less than 25 percent
  - 2 = Occasional = 25-50 percent
  - 3 = Often = 51-75 percent
  - 4 = Very frequent = 76 percent and above

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 1 g. Ability to lift 40 lbs.
- 1 h. Ability to carry 40 lbs.
- 4 i. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

- 1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**SALARY RANGE:**

5

Board Approved: 3/12/15