



## **JOB DESCRIPTION**

**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
426 North Blackstone, Tulare, CA 93274



### **SPECIAL EDUCATION AIDE**

#### **DEFINITION**

Under the direction of the Director of Special Education, assist certificated teachers in reinforcing instruction to individuals or small groups of students; monitor and report student progress; perform a variety of clerical duties in support of the academic program; other related duties as required.

#### **EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

- Support and maintain classroom policies. E
- Monitor students; direct activities for individuals or small groups of students to reinforce instruction as directed by the teacher. E
- Assist in the distribution and collection of materials, and in the administration and scoring of a variety of assignments and tests. E
- Assist in the implementation of the IEP as directed. E
- Perform routine clerical duties; operate equipment including computers and copy machines. E
- Assist students by providing proper examples, emotional support, a friendly, patient attitude and general guidance. E
- Confer with teachers as needed concerning programs and materials to meet student needs. E
- Participate in meetings and in-service training programs as assigned. E
- May require assisting with students' personal needs, including toileting, in conjunction with site nursing staff as needed.
- Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Education**

High School Diploma or equivalent.

AA Degree, 48 semester units of higher education, or passage of CODESP examination.

##### **Experience**

Experience working with high school youth is desired

##### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Valid California Driver License

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of**

- Computer skills using MS Word, e-mail, etc.
- Knowledge of general office procedures and office machines (computer and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic knowledge of specific subject matter to which assigned.
- General needs and behavior of students of various backgrounds.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

##### **Ability to**

1. Assist certificated teacher/s with assigned instructional activities.
2. Assist with instruction and related activities in classrooms or assigned learning environments.

3. Communicate with and maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees, and the general public.
4. Perform routine clerical duties in support of classroom activities.
5. Print and write legibly.
6. Understand and follow oral and written directions.
7. Learn procedures, functions, and limitations of assigned duties.
8. Communicate effectively orally and in writing.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Indoor/outdoor environment subject to interruptions.

### **Physical Demands**

- Occasional bending, pushing, and moving.
- Lifting of objects with a strength factor of moderate to heavy work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances to monitor student's behavior during classroom activities.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Kneeling, sitting, and standing for extended periods of time.

## **SALARY**

Range 5