



PITTSBURG UNIFIED SCHOOL DISTRICT

SPECIAL EDUCATION AIDE

CLASSIFICATION SPECIFICATION

DEFINITION:

Under supervision, to perform a variety of paraprofessional instructional clerical activities as directed by a certificated resource teacher in a classroom comprised of students with physical, emotional, educational or behavioral problems; and to perform all related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are distinguished by the assignment of duties which include performing paraprofessional work in support of a certificated teacher in a Special Educational class. Incumbents are expected to have an understanding of and sensitivity to learning difficulties encountered by these students.

EXAMPLES OF DUTIES:

- Assists certificated instructional personnel with the development and presentation of learning materials and instructional exercises
- Tutors students individually or in small groups to reinforce and follow up learning activity
- Prepares daily and weekly lesson plans based on students' individualized Education Plan
- Assists in the development of a variety of instructional materials
- Assists in the management and shaping of student behavior through the use of positive reinforcement strategies
- Reviews and corrects student work assignments
- Assists students in locating and utilizing resource materials
- Prepares daily attendance register of students
- Duplicates and maintains files of instructional materials
- Sets up and maintains files on students referred to the Special Education program
- Maintains records related to assertive discipline/behavior modification program
- Confers with classroom teachers, parents and resource specialists concerning student needs and progress
- May attend parent conferences and/or School Assessment Team meetings
- Requisitions and maintains supplies and materials for the program
- Performs general clerical duties, including light typing
- Performs all other related duties assigned.

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MINIMUM REQUIREMENTS:

Knowledge Of:

- General concepts of child growth and development and child behavior characteristics
- Student behavior management techniques and strategies
- Correct English usage, punctuation, spelling and grammar
- Simple record keeping and record management
- Learning problems of children with special educational needs
- Basic first aid principles

Ability To:

- Learn and utilize basic methods and procedures to be followed in instructional settings
- Demonstrate the ability to work effectively with children
- Learn and utilize standard teaching aids and office machines
- Perform routine clerical work and light typing
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with students, staff, parents and the general public

Training & Experience:

One year of paid or volunteer experience working with children in an educational or child care setting is highly desirable.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.