



Job Title: Bilingual SPED Instructional Aide

Orange County Educational Arts Academy (OCEAA) is a TK-8 independent charter school specializing in dual language immersion programming which serves over 600 students. Our mission at OCEAA is simple: to nurture all learners to become creative, critical thinkers by providing high quality standards-based instruction through the arts, technology, language and culture.

OCEAA has a diverse population; approximately 70% of our students are low income, 50% are English Learners and 7% are Students with Disabilities. Grounded in our Habits of Character— integrity, compassion, courage, collaboration, and perseverance, OCEAA partners with [EL Education](#) as a national network school to create classrooms where students achieve content mastery in two languages and become active contributors in building a better world.

Schedule: Monday through Friday (40 hours weekly)

Reports to: School Director

JOB SUMMARY: The bilingual instructional SPED aide is a full time position, responsible for conducting positive learning experiences for students acquiring a second language, both English learners and Spanish learners. The aide supports the instructional personnel with TK-8th students' behavior and academics.

DUTIES AND ESSENTIAL JOB FUNCTIONS:

Duties of this position include but are not limited to:

- Supports the instructional personnel with the school wide academic program and goals through various learning models (onsite model, blended model or distance learning) focused on meeting students' academic and behavioral needs.
- Suggests instructional approaches and strategies, monitors completion of assignments and coaches special projects.
- Revises lesson plans, as needed, and other material preparation based on Special Education Specialists.
- Assists instructional personnel with administering curriculum through a differentiated approach, in classroom, small groups or 1:1.
- Collaborates with instructional personnel to recognize issues students are facing and recommend solutions.
- Oversees students submitted assignments and recorded their deficits and submissions.
- Documents student progress and communicates with instructional personnel to keep them informed. Assists instructional personnel with parent communication, as needed.
- Modifies materials and implements instructional and behavior management strategies for special education students in a mainstream setting.
- Complies with state, school, and class rules and regulations.
- Maintains discipline and continues with instructional programs in the absence of the teacher.
- Performs other related duties as required and assigned.



825 N. Broadway, Santa Ana, CA 92701



714-558-2787



receptionist@oceaa.org



REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A valid First Aid certificate issued by the American Red Cross, which includes CPR training
- TB Clearance
- General concepts of child growth and development and child behavior characteristics.
- Instructional and behavioral strategies used in controlling and motivating students.
- Spanish and English (Bilingual) usage, punctuation, spelling and grammar.
- Specific subject and content as required in job assignment.
- A variety of approaches for specific lessons and independent follow-up work.
- Technology, multimedia, and software applications are desirable.

ABILITY TO:

- Assume responsibility for supervising students.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Be patient and flexible in making quick changes in a daily lesson for individual or total group.
- Provide feedback as to how the children are performing daily assigned tasks.
- Perform routine clerical work and basic arithmetic calculations.
- Maintain cooperative working relationships with students, staff, parents and the general public.
- Ability to work in a fast paced, high intensity work environment
- Ability to handle upset children and adults in a respectful and professional manner.

TRAINING & EXPERIENCE:

Equivalent to completion of the twelfth grade. Paid or volunteer experience working with children in an educational or child care setting, that could likely provide the desired knowledge and abilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Stand or sit for extended periods of time.
- Walk over uneven surfaces.
- Bend at the waist, kneel or crouch to file materials.
- Reach above shoulders to file materials.
- Lift, carry, and push and/or pull items with a strength factor of medium work.
- Ability to sit, stand, climb stairs, lifting up to 25-50lbs, bend, pull, push, carry, walk and operate equipment

Salary: Non Exempt -\$15.00 - \$18.00



825 N. Broadway, Santa Ana, CA 92701



714-558-2787



receptionist@oceaa.org



EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)

Employee Signature Date

Supervisor Name (Please Print)

Supervisor Signature Date

