

BONITA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPECIAL EDUCATION INSTRUCTIONAL AIDE II

BASIC FUNCTION:

Under direct supervision, provides instruction and support to individual or small groups of students with behavioral, physical or social challenges in accordance with the prescribed course of instruction; assists certificated staff in maintaining a variety of service related records and reports; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Special Education Instructional Aide II are responsible for supervising and providing instruction to individual and small groups of students with behavioral challenges in a special day class, resource specialist classroom and/or the general education classroom. They may be required to monitor and redirect student progress regarding inappropriate behaviors and performance; support acquisition of appropriate skills and behaviors; and administer specific behavior intervention methods based on the IEP or Behavior Support Plan model to identified Special Education students.

REPRESENTATIVE DUTIES:

Supports instruction to individuals or small groups of students with special needs as assigned. **E**

Supervises students upon arrival and departure at school and throughout the school day. **E**

Observes, monitors, and reports behavioral data of students according to approved procedures. **E**

Assists with adapting classroom activities, assignments and/or materials for the purpose of supporting special education students. **E**

Responds quickly to crisis situations including helping support a student who is in crisis for any number of reasons. **E**

Assists students by providing appropriate modeling, emotional support, a friendly attitude, and general guidance. **E**

Communicates with teachers and assigned staff regarding student progress and needs. **E**

Attends a variety of meetings, workshops and seminars as requested. **E**

Assists in care for students' physical needs including diapering, tilting, feeding, lifting, and moving of students as needed. **E**

Supports students' needs in the areas of sensory impairment, sensorimotor integration, fine or gross motor skills. **E**

Assists students with positioning, physical therapy and related exercises. **E**

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Helps students with the development of social, vocational, communication, etiquette and job searching skills. **E**

Follows and implements Behavior Intervention Plans and provides feedback upon request. **E**

Supports teachers in mainstream classrooms with special education students as needed. **E**

Performs related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Personal needs and behavior characteristics of children with disabilities.

Techniques used in controlling, motivating and reinforcing students.

Correct English usage, including spelling, grammar and punctuation.

Record keeping techniques.

Interpersonal skills including tact, patience, and courtesy.

ABILITY TO:

Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.

Operate a computer and other standard office equipment.

Organize and maintain confidential student records and files as directed by teacher.

Implement behavior management techniques used with individuals with special needs.

Communicate clearly and effectively orally and in writing.

Understand and follow written and oral instructions.

Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent, and one of the following:

1. Associate of Arts degree, (or)
2. Completion of two years of study at an institution of higher education (48 semester units)

WORKING CONDITIONS:

ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class; potential for contact with impulsive, frustrated and agitated students who may demonstrate aggressive behaviors.

PHYSICAL ABILITIES:

The physical abilities indicated below are examples of the physical demands this position classification must perform in carrying out essential job functions:

- Lifting, carrying, pushing or pulling up to 50 pounds unassisted.
- Ability to physically intervene with acting out, aggressive students in prescribed situations.
- Dexterity of hands and fingers to operate a variety of assigned equipment.
- Bending at the waist, kneeling or crouching to assist students.
- Standing, stooping, walking and running after fleeing students.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to monitor student and read a variety of material.