

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

SDC INSTRUCTIONAL AIDE

Definition:

Under the direction of a Principal, assists a certificated Special Day Class Teacher in providing instruction to individuals or small groups with special needs; monitors and reports student progress regarding behavior and performance; performs a variety of clerical duties as assigned.

Example of Duties:

1. Provide direct services to participating children under the direction of certificated staff to reinforce language development, reading, and/or math skills.
2. Prepare instructional materials.
3. Provide individual or small group reinforcement skills within classroom and/or resource labs.
4. Participate in teacher/aide activities; instructional planning with teachers, Program Monitoring Committee, scheduled inservices.
5. Maintain a daily log.
6. Participate in aide inservice as assigned.
7. Develop skills and techniques needed to assist in the instructional program such as:
 - a. Familiarization with instructional materials.
 - b. Operating knowledge of equipment and workroom machinery and materials.
 - c. Reinforcement of language, reading, and math skills.
 - d. Development of positive self-concept in children with special needs.
 - e. Classroom control and supervision.
 - f. Preparation of appropriate instructional materials.
 - g. Maintaining a neat and attractive environment.
8. May assist students with dressing, toileting, feeding and grooming.
9. Uses positive reinforcement strategies and other appropriate techniques to assist student in the development of appropriate behavior and an appreciation of human diversity.
10. Uses good judgment regarding appropriate action to assist injured or physically ill students.
11. Monitor and assists in the remediation of specific learning problems and conditions.

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12. Provides a variety of skill building activities with children who have special needs.
13. Performs related duties as assigned.

Knowledge Of:

1. Subject areas (reading, math, written/oral language and other areas as needed for specific jobs).

Ability To:

1. Understand the procedures, functions and limitations of assigned duties.
2. Communicate effectively; establish and maintain cooperative and effective working relationships with students who have special needs, parents, staff.
3. Understand oral and written instructions.
4. Control and motivate children.
5. Operate audio-visual equipment, instructional and duplicating equipment.

Education and Experience:

Any combination equivalent to: graduation from high school and six month experience in working with children in an organized setting. 48 Semester Units from accredited college/university and/or pass District NCLB Compliant CODESP Test.

Working Conditions:

Classroom environment; subject to bending, stooping, standing for extended periods, walking and occasional lifting.

(2006)