

## **JOB DESCRIPTION**

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### **PERRIS ELEMENTARY SCHOOL DISTRICT**

### **SPECIAL CIRCUMSTANCE AIDE**

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#### **DEFINITION:**

Under the supervision of the Special Education Classroom Teacher and the direction of a specific certificated staff member, performs the necessary duties to assist in the planning and implementation of a program for special needs children in classrooms. Under the direction of a Special Education Teacher or Regular Education Teacher, works one-on-one with a student; assists in improving student skills by encouraging, promoting and maximizing independence in the classroom implementing the educational program and other school programs as assigned.

#### **EXAMPLE OF DUTIES:**

1. Assist in planning and implementing suitable learning experiences for students; assists the student to become an independent learner in the classroom.
2. Help students develop positive interpersonal relationships with peers and adults.
3. Assist in the observation and recording of student development and progress.
4. Supervises and/or participates in playground activities.
5. Assist in preparing, monitoring, and cleaning up program facilities.
6. Operate equipment necessary to program operation.
7. Perform clerical tasks, e.g. attendance reports, lunch count, and data keeping.
8. Serve as an appropriate, positive role model.
9. Attend required staff meetings and in-service training.
10. Assist in the preparation and maintenance of instruction materials.
11. Assist in the supervision of students as assigned tasks in and out of the classroom during normal duty hours.
12. May assist students with personal needs, i.e. being lifted, feeding, toileting, and ambulation.
13. May participate in I.E.P meetings.
14. Provide necessary physical care and emotional support.
15. Display calmness and control while dealing with behavioral problems and restraining tantrumming behavior.
16. Observes and directs student on playground; provide safe environment for student.
17. Does related work as required by job-specific position.
18. Other related duties as assigned.

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#### **PERSONAL CHARACTERISTICS**

Should possess personal characteristics generally recognized as essential for good public employees including integrity, dependability, courtesy, good judgment and ability to work cooperatively with others. Works well with children.

#### **POSITION QUALIFICATIONS**

##### **Knowledge of:**

1. Child growth and development principles.
2. Academic instruction/behavioral management.
3. Training provided for specialized needs.
4. Training for CPR certification provided as needed.
5. Correct English usage, spelling, grammar and punctuation.
6. The needs and concerns of children with learning disabilities.
7. Methods of observing, documenting observation, testing and evaluating students.

##### **Education:**

1. High school diploma or equivalent, additional training in child development or special education is desirable.
2. Displays competency in academic skills such as reading, writing, and computation (CODESP Proficiency Test – Pass by 70% or better).
3. Completion of 48 semester units or AA/S degree.

##### **Experience:**

One year of child/youth related experience or equivalent training.

##### **Ability to:**

1. Apply techniques to handle tantrumming behavior and assist physically and severely handicapped students in movement and specialized health care procedures.
2. Meet the physical, mental and environmental demands of the position such as assist in toileting.

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3. Follow a specialized health plan that may include training in G-tube, suctioning, food preparation, diaper changing, seizures, lifting and transfer.
4. Work effectively with disabled students; respond to parents as needed.
5. Work effectively with K - 6 students in a multi-ethnic setting.
6. Respect the confidentiality of school-related incidents and information.
7. Understand and carry out oral and written instructions.
8. Maintain cooperative relationships with teachers, administrators and support staff and those contacted in course of work.
9. Operate necessary program equipment.
10. Maintain accurate records.
11. Elicit optimum student performance.
12. Transport one self to and from work site(s).
13. Lift, push, and/or pull, not normally exceeding 50 pounds.

### **WORKING CONDITIONS/CONDITIONS OF EMPLOYMENT**

IEP Driven Position: Temporary assignment covered under Education Code 45103 driven strictly by the student's needs and IEP.

First Aid/CPR: First Aid and CPR (Cardiopulmonary Resuscitation) Card desirable. If not current, new employees have thirty (30) days from date of appointment to fulfill this requirement.

Light Work: Position in this class perform work which may include: lifting, pushing and/or pulling which normally does not exceed 50 pounds.

Mobility: Positions in this class require the mobility to stand, stoop, reach and bend.

Vision: Positions in this class require vision (which may be corrected) to read small print.

### **SALARY RANGE:**

Row 1 of the Classified Salary Schedule.