

JOHNSTONVILLE ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: Instructional Aide ~ Special Education One-on-One

BASIC FUNCTION:

Under the direction of the Superintendent/Principal and general education teacher, instructional support and assistance to an individual student identified as needing special education support services; perform a variety of educational support activities related to behavior management and classroom instruction of a special education student; perform a variety of clerical support duties related to classroom and program activities. Special education student will be enrolled in general education, with special education support, and may need additional instructional techniques, such as those used for students with autism or emotional disabilities. In addition, monitor, and redirect if necessary, student behavior and activity during lunchtime, breakfast, recess or other break periods.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provide one-on-one instructional support and assistance to a student identified as needing special education support services; academic tutoring for an individual student, reinforcing instruction as directed by the teacher; monitor and oversee student practices and assignments in various subjects.
- Assist assigned teacher with the implementation of lesson plans, modify materials, as directed, and help students understand instructions and words.
- Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of special education students.
- Observe and redirect behavior of students in the classroom according to approved procedures; report progress regarding student performance and behavior to the teacher.
- Read age-appropriate stories to students; assist in the development of student writing skills.
- Assure the health and safety of students by following health and safety practices and procedures; maintain the learning environment in a safe, orderly and clean manner.
- Direct group activities of students as needed; assist in monitoring recesses, assemblies and playgroup activities; accompany students on field trips as assigned.
- Communicate with the teacher in order to exchange information and resolve issues or concerns.

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- Operate a variety of office and classroom equipment including a copier, computer and designated software.
- Monitor, and redirect if necessary, student behavior and activity during lunchtime, breakfast, recess or other break periods; direct students to serving line, tables, classrooms or other appropriate areas; distribute, collect and store play equipment as assigned.
- Observe, and redirect if necessary, student behavior in lunchroom, halls, restrooms, playgrounds, or other areas according to established policies and procedures; report student behavior issues to appropriate personnel.
- Confer with student, administrator, and teachers concerning student behavior and assigned activities.

OTHER DUTIES:

- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic child guidance principles and practices.
- Safe practices in classroom activities.
- Basic subjects taught in school, including arithmetic, grammar, spelling, language and reading.
- Problems and concerns of students with special needs.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic instructional methods and techniques.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment, including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.
- First aid and CPR procedures.

ABILITY TO:

- Assist with instruction and related activities in a special education classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Learn child guidance principles and practices related to children with special education needs.
- Monitor, observe, and report student behavior and progress according to approved policies and procedures.
- Respond to the unique needs of the special education student.
- Perform a variety of clerical duties, including duplicating materials.

- Establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment, including a computer.
- Observe health and safety regulations.
- Maintain routine records as directed by the teacher.
- Monitor student behavior and activity during lunchtime, recess, or other break periods.
- Observe, and redirect if necessary, student behavior in the lunchroom, halls, restrooms, playgrounds, or other areas.
- Learn and explain school rules, policies, and regulations.
- Use assigned software at an introductory level.
- Maintain consistent, punctual, and regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Graduation from high school or equivalent;
- Experience working with children in an educational or child care setting; or
- Any combination of training and experience that could likely provide the desired knowledge and abilities.

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom environment.
- Indoor and outdoor environment.
- Seasonal heat and cold or adverse weather conditions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and monitor student activities.
- Bending at the waist, kneeling, or crouching to assist students.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders, and horizontally.