

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

JOB CLASSIFICATION

Group: 1000
Series: 1800
Class: 1802
Date: 4/17/12

SPECIAL EDUCATION EXPANSION AIDE

A. Definition:

Assists the Special Education Teacher in providing or small groups of students with special learning needs as indicated on their Individualized Education Plan (IEP). The Aide may provide a variety of supportive services to identified special education classroom on regular education setting.

B. Supervision Received: As Assigned.

C. Supervision Exercised: Assigned students.

D. Examples of Duties:

1. Assists the Special Education teacher in accomplishing the IEP goals of identified students. Reinforcement activities are based upon skills initially introduced by the Special Education teacher.
2. Collect student data and maintain records.
3. Assist with evaluations of student learning needs and progress by administration of informal inventories of skills, criterion – referenced tests student observations, and other similar measures. Normed and standardized achievement measures are not included as tests appropriate for use by Instructional Aides.
4. Provides supervision of the students in settings designated by the Special Education teacher; classroom, playground, buses, field trips, mainstream classroom, etc.
5. Assists students in routine non-instructional activities as directed and prescribed on the student's Individualized Education Plan. These activities include assistance with student clothing, eating, toileting, and mobility.
6. Maintains a high level of confidentiality of information about students as assured in the Parent and Student's Rights outlined in PL 94-142.
7. Participates in meetings and staff development session as directed.
8. Provides emotional support, a positive attitude, and general guidance to assigned students.
9. Performs other related duties as assigned.

E. Required Qualifications:

1. High School Diploma or equivalent
2. Meet NCLB Requirements
3. Completion of Red Cross First Aide course

F. Desired Qualifications:

1. Ability to work effectively in multi-cultural environment.
2. Knowledge of Spanish, written and oral.

G. Demonstrated Knowledge/Skills and Abilities:

Ability to understand the particular needs of exceptional children; to establish and maintain cooperative relations with teachers, staff and parents; to demonstrate the ability to work effectively with exceptional children; to be flexible and adapt quickly to changing situations; ability and willingness to assist with the safety and welfare of children with exceptional needs; ability to meet the lifting and physical requirements of the job, ability to understand and follow oral and written directions and to communicate effectively with children; ability to demonstrate practical knowledge of methods in controlling and motivating children with special learning needs; ability to project mature, constructive, stable, and healthy attitude in a learning environment.

H. Work Year:

180 days or days school in session
3.5 hours

I. Salary: Classified Salary Schedule, Special Considerations:

I	High School or one year of level I experience	Step 20
II	Nine accredited semester units	Step 21
III	Eighteen accredited semester units	Step 22
IV	Twenty-seven accredited semester units	Step 23
V	Thirty-six accredited semester units	Step 24
VI	Forty-five accredited semester units	Step 25
VII	Fifty-four accredited semester units	Step 26
VIII	Associated Arts Degree	Step 27

CSEA:  Date: 04-12-12