PARA-PROFESSIONAL AIDE: 
RESOURCE (RSP) OR SPECIAL DAY CLASS (SDC)

JOB DESCRIPTION:
Under general direction and supervision of RSP or SDC teacher, will instruct students with special needs that interfere with the individual student’s ability to benefit from the District’s educational program. Perform a variety of clerical and supportive tasks for teachers; learn and apply individual instructional procedures; and oversee students with special learning needs.

QUALIFICATIONS:
Education
- High School Diploma or Equivalent.
- Associate of Arts Degree or 48 college units or NCLB certification
Experience
- One or more years of experience is preferred.
Knowledge
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Methods for effective cooperation with teachers, parents and co-workers
- Interpersonal skills using tact, patience, and courtesy.
- Basic First Aid.
- General needs and behavior of children diagnosed with autism and/or severe disabilities, including an understanding of appropriate behavior management techniques.
Ability
- Keep students focused on assigned tasks for the specified duration prescribed.
- Learn and utilize basic methods and procedures to be followed in the special education instruction setting and provide health care as needed.
- Perform routine clerical work and basic arithmetical calculations.
- Understand and follow oral and written instructions.
- File student information accurately.
- Print and write legibly.
- Carry out instructions furnished in written or oral form.
- Problem solve effectively, using good judgment.
- Communicate effectively, both orally and in writing.
- Communicate constructively with students and parents.
- Maintain cooperative working relationships with teachers, students, parents and co-workers.
- Use patience and tact in working with students with disabilities.
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, faculty, and staff.
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- Demonstrate an understanding, patient, friendly, and receptive attitude toward students, especially those with disabilities.
- Remain calm under stressful conditions.
- Maintain confidentiality about all personal information, assessment results, medical history, and other records concerning students and their families.
- Maintain consistent, punctual and regular attendance.

TYPICAL DUTIES:
- Reinforce instruction to students with learning disabilities and language, communication and behavioral problems.
- Confer with instructional personnel and provide input regarding student progress.
- Collect data and record anecdotal student progress notes, maintain and organize IEP files, and implement program modifications.
- Administer drills, review data with supervisor, and report concerns.
- Assist in the supervision of students.
- Consult with regular classroom teachers on pupil needs and progress.
- Assist teachers with the development of learning materials and reinforcement strategies according to the student's Individual Education Plan (IEP).
- Tutor students individually or in small groups to follow up and reinforce learning activities in accordance with the IEP.
- Assist in training for personal hygiene, taking care of personal needs, and developing basic self-sufficiencies.
- Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:
- Sit for extended periods of time.
- Sufficient vision to read small print.
- Sufficient hearing to hear and understand speech at normal classroom levels, outdoors, and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood at normal classroom levels, outdoors, and on the telephone.
- Sufficient dexterity to use hands and fingers to operate a telephone, to enter data into a computer, and to perform classroom tasks using both hands.
- Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

IMMEDIATE SUPERVISOR:  Teacher and/or Principal
ASSIGNMENT:  As determined by Director of Special Education up to 7 hours per day
CALENDAR:  Student calendar as determined by Board of Trustees
SALARY:  CFTA Salary Schedule:  Range 25