



Substitute Special Education Aide

EDUCATION AND EXPERIENCE

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Any combination of education equivalent to the completion of the twelfth (12th) grade. A work history demonstrating dependability, reliability, and good attendance required. Twelve (12) units in a job-related area of study from an accredited university is desired (ECE units are required for preschool).

Licenses and Other Requirements

- District pre-employment tests, Basic Skills Test – (spelling, grammar, proofreading, writing, and math)
- Current valid California Driver's License and insurable at standard rates by the District's insurance carrier and maintain such insurability.
- Current District approved First Aid & CPR Certification required.
- May participate in the District's physical and drug testing program, including pre-employment, random and reasonable suspicion testing.
- Preschool Requirements:
- Preschool employees will be required to provide evidence of and maintain influenza, pertussis and measles vaccinations in compliance with federal and/or state legal requirements.

Clearances

- Criminal Justice Fingerprint/Background Clearance Reference Check
- Clearance TB Clearance
- Current Immunizations as required (Paid for by Employee)

CONTACT

PHONE:

(951) 672-1851

WEBSITE:

www.menifeeusd.org

Address:

29775 Haun Road, Meniffee, CA 92586

PRIMARY FUNCTION:

Under the direction of the Principal/Special Education department, assist a certificated teacher in reinforcing instruction to individual or small groups of students with special needs and other identified students in an assigned classroom; assist in the preparation of instructional materials and implementation of Individual Education Plans (IEP); perform routine clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES:

- Performs specialized physical health care procedures for students with severe disabilities in compliance with medical orders and under the training and direction of the Registered Nurse including, but not limited to, suctioning of tracheostomy, g-tube feeding, blood glucose/ketone testing, ostomy care and respiratory assistance;
- Responds to students with seizures or other medical conditions needing monitoring, specialized response protocols or instructed interventions for their participation in the school day;
- Administers immediate first aid and CPR as necessary;
- Assists students with daily living skills, medical and non-medical assistance;
- Assist a certificated teacher in the implementation of curriculum, presentation of learning materials and instructional exercises to individual or small groups of students; assist in the implementation of Individual Education Plans (IEP); assist students in reaching IEP academic, emotional, social, life skills, and physical behavioral goals and objectives.
- Tutor and lead individual or small groups of students with special needs and other identified students reinforcing instruction in basic academic subjects and with learning assignments including reading, writing, spelling and computer learning programs as directed by the teacher; provide proper examples including reading, behavioral skills, daily living skills, writing, and verbal skills.
- Assist students with performing and developing proper social behavior and self-help skills.
- Confer with the teacher concerning lesson plans and materials to meet student needs; monitor and oversee student drills, practices and assignments in various subjects; administer and score various assignments, tests or make-up work as directed by the teacher; correct daily assignments.
- Adapt activities, assignments or materials under the direction of an assigned teacher; assist students in completing classroom assignments, homework and projects in various academic subjects.
- Perform a variety of clerical duties and supportive tasks in support of classroom activities such as preparing, copying and filing instructional materials.
- Ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Monitor students during outdoor activities such as lunch, recess and field trips as directed; report incidents and progress regarding student performance and behavior; escort students to and from designated school locations.
- Set-up work areas, supplies and equipment in the classroom for student use.
- Operate a variety of classroom and office equipment including audio-visual equipment, a computer and assigned software.

COMPENSATION:

Schedule: 261

Row: 10

Days: 195

PHYSICAL DEMANDS

Activities vary and are not always predictable. The amount of time for each activity varies depending upon daily workload and priority schedules. The position's duties can vary from day to day and moment to moment. The professional must be able to physically respond to possible emergency situations and may perform duties in some temperature extremes and hazardous conditions. Note that the listed demands are the District's minimum requirements:

- Lifting
- Climbing
- Balancing
- Carrying
- Pushing
- Pulling
- Kneeling
- Bending
- Twisting
- Stooping
- Reaching
- Crouching
- Crawling
- Walking
- Able to lift up to thirty (30) pounds frequently, and sixty (60) pounds occasionally;
- Able to carry up to thirty (30) pounds frequently, and sixty (60) pounds occasionally;
- Able to push and pull objects weighing up to sixty (60) pounds;
- Able to demonstrate manual dexterity necessary to assist students with buttoning clothing, eating, operating a computer or assist staff with student toileting procedures;
- Able to use safety equipment and devices designated for this position;
- Significant fine finger dexterity;
- Ability to read printed directions or instructions;
- Ability to see, hear, speak, understand, communicate, and comprehend;
- Sitting, walking, and standing for extended periods of time;
- Ability to have transportation to conduct business.

- Ensure the health and safety of students by following established District policies practices and procedures; maintain classroom learning environment in a safe, orderly and clean manner.
- Communicate with teachers, personnel and others to exchange information and resolve issues or concerns; provide teachers, and school administrators with relevant feedback and information on students' progress through observation and daily contact.
- Maintain confidentiality of student information; prepare files, logs and documentation as required.
- Attend meetings and in-services as assigned.
- Perform related duties as assigned.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS: KNOWLEDGE, SKILLS AND ABILITIES:

QUALIFICATIONS – KNOWLEDGE OF:

- Child guidance principles, practices including child development and behavior characteristics.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language, vocabulary, and reading.
- Basic instructional methods and techniques.
- Basic principles, goals and objectives of Individual Education Plans (IEP). Safe practices in classroom and playground activities.
- Problems and concerns of students with special needs.
- Correct English usage, grammar, spelling, punctuation, vocabulary, reading and writing skills.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy. Basic record-keeping techniques.
- Basic arithmetic computations.
- Crisis de-escalation methods, such as Crisis Prevention Intervention (CPI).
- Basic health care practices, terminology, procedures and equipment;
- Health and safety regulations including personal hygiene practices and universal precautions applicable to handling bodily fluids and other hazardous materials;
- Behavior shaping management strategies and reinforcement techniques utilized with students exhibiting atypical social behavior;
- Clean and sterile health care treatment techniques.

QUALIFICATIONS – ABILITY TO:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Tutor individual and/or small groups of students with special needs. Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans and IEPs.
- Understand and follow oral and written directions. Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Establish and maintain cooperative, empathetic and effective working relationships with others.

MENTAL DEMANDS

- Ability to organize and coordinate schedules.
- Ability to analyze and interpret data.
- Ability to think critically, problem solve, and multitask.
- Ability to communicate with the public.
- Ability to read, analyze and interpret printed matter and computer screens.
- Ability to create written communication so others will be able to clearly understand the written communications.
- Ability to communicate so others will be able to clearly understand.
- Ability to understand speech.

SUPERVISOR

Site Principal/Special Education Department

BARGAINING UNIT STATUS

Exempt

EVALUATION

Performance of this job may be evaluated in accordance with provisions of Board Policy on Evaluation of Classified Employees.

BOARD APPROVED:

June 15, 2023

EQUAL OPPORTUNITY:

Menifee Union School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age, gender expression, gender identity, and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Menifee Union School District policy. A physical examination and drug screen may be required of all finalists before employment.

- Maintain a clean, safe and orderly environment. Maintain confidentiality of student information.
- Perform arithmetic calculations quickly and accurately. Maintain consistent, punctual and regular attendance.
- Ensure that tasks are performed in compliance with an Individual Education Plan (IEP) and Behavior Intervention Plan (BIP) requirements;
- Utilize standard health instruments and first aid supplies;