

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**AIDE-SPECIAL EDUCATION**

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**Purpose Statement:**

The job of AIDE-SPECIAL EDUCATION is done for the purpose/s of assisting assigned teaching personnel in the supervision and instruction of special education students; performing classroom clerical tasks; and assisting students by meeting special health care needs and developing students' daily living and behavioral skills.

This job reports to STUDENT SERVICES DIRECTOR

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**Essential Functions**

- Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce lesson plans.
- Administers, under supervision, first aid and assistance to medically fragile children (e.g. tube feeding, toileting, diapering, therapy techniques (massage/stretching)etc.) for the purpose of providing required care for assigned students.
- Confers with teachers, parents and/or appropriate community agency personnel (e.g. home visits) for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Implements behavior management techniques/methods under the supervision of certificated staff (e.g. change of treatment, cueing, physical restraint) for the purpose of ensuring the safety of the child and others.
- Implements plans for the purpose of meeting students' social and daily living skills.
- Implements, under the supervision of the teacher, instructional programs in accordance with lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Maintains students' files/records (e.g. body check for bruising) for the purpose of documenting activities and/or providing reliable information.
- Monitors individual students, classroom, library, playground activities, etc. for the purpose of providing a safe and positive learning environment.

**Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing records/materials.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: promoting child centered environment  
administering first aid.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (english/spanish) helpful

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working as part of a team.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under some hazardous conditions.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

ParaPro Test or meet alternate requirements

**Certificates & Licenses**

None Required

**Continuing Educ. / Training**

None specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

6/8/2004

**Salary Grade**

Classified 2

Job description available upon request