



Pacific View Charter School

Classified Position – Non Exempt

Job Description – Special Education Instructional Aide

Description of Position:

The Instructional Aide will assist Teachers and Education Specialists in the supervision and instruction of K-12 students with disabilities; assist in the preparation of materials; and other related work as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- Monitor and tutor students in person and/or virtually.
- Assist students with assignments and study skills.
- Utilize educational technology to meet students' needs.
- Assign students to computerized educational software and monitor their progress.
- Report progress and/or concerns to students' teachers.
- Become familiar with curriculum in a variety of subject and grade levels supplied by Teachers and Education Specialists.
- Greet parents and students and answer phones.
- Assist with file maintenance and clerical duties.
- Administer assessments from assigned courses.
- Make copies of instructional material and other documents as directed.
- Understand and be able to use all office equipment.
- Attend staff meetings and professional development opportunities as needed.
- Perform other duties as assigned.

Requirements:

Education and Experience:

- High School Diploma or the Equivalent
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment.
- Knowledge of basic computer software
- Previous Instructional Aide Experience or Work with At-Promise Youth, highly desired

Knowledge, Skills and Abilities:

- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.

- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting and standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisor:

Special Education Coordinator

EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: 229 Work Days

Board Approved: May 19, 2020

Board Amended:

May 18, 2021

May 28, 2024 effective 7/1/2024