



EL TEJON UNIFIED SCHOOL DISTRICT

Sara Haflich
District Superintendent
2023-2024 SCHOOL YEAR

CLASSIFIED JOB POSTING

POSITION: SPECIAL EDUCATION AIDE II, Elementary
3 ¾ Hours Per Day
5 Days Per Week

LOCATION: Frazier Park Elementary School

SALARY RANGE: #8 \$16.68 to \$19.10 per hour

SELECTION PROCESS: Qualifications and suitability for the position will be assessed in an oral interview.

APPLICATION PROCEDURE: Interested personnel should submit a letter of interest and application or resume to:
El Tejon Unified School District Office
Attn: Sara Haflich

PLEASE DO NOT REMOVE POSTING!

You may also apply online at www.edjoin.org

P. O. Box 876 - Lebec, California 93243 - (661) 248-6247 - (661) 322-1348 - (661) 248-6714 Fax
e-mail: district@el-tejon.k12.ca.us

El Tejon Unified School District

SPECIAL ED AIDE II Elementary Job Description

JOB SUMMARY

Under supervision of the Principal and Resource Specialist teacher, performs a wide variety of instructional, clerical, and light housekeeping functions. Performs yard duty and student supervision duties as assigned by the Principal. Aids teachers, but full responsibility for appropriate instruction, curriculum materials and evaluations remains with the teacher. As required, supervises students for a limited time, not to exceed 30% of normal work week, for situations related to the Resource Specialist Program. Perform other related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics;
Student behavior management strategies and techniques;
Appropriate English usage, punctuation, spelling and grammar;
Basic arithmetical concepts;
Routine record management, storage and retrieval systems and procedures.

Ability to:

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups;
Communicate effectively in oral and written form in English and/or a second language, as required by the assignment;
Perform routine clerical tasks and operate a variety of educational and office-related machines and equipment;
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships with children and adults.

Experience and Training Guidelines

One year of paid or volunteer experience working with multi-age groups of children or the equivalent.
Complete CPI and any other necessary behavioral intervention training.

Education:

Equivalent to the completion of high school, supplemented by training or coursework in child growth and development. Proficiency in basic skills as evidenced by obtaining a passing score on the Bakersfield Adult School Proficiency Test, or diploma from a California high school obtained after 1980.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assists instructional personnel with presentation of learning materials;
2. Tutors individual students and small groups of students to reinforce and follow up learning activities;
3. Monitors and assists students in drill, practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;
4. Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors;
5. Assists in management of student behavior through use of positive reinforcement strategies and techniques;
6. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;

