

**PATHWAYS TO COLLEGE K-8  
JOB DESCRIPTION**

<b>TITLE:</b>	Transitional Aide
<b>CATEGORY:</b>	Classified Non-Exempt
<b>REPORT TO (BY TITLE):</b>	Executive Director/Principal
<b>SALARY RANGE:</b>	11
<b>SALARY SCHEDULE:</b>	Classified Contract
<b>WORK YEAR:</b>	10 Months

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**POSITION DESCRIPTION**

Under the general supervision of a Special Education Teacher, the Transitional Aide provides educational support to identified students who are transitioning within the Special Services Program. Transitional aides may be required to work with students on an individual basis, in large and/or small groups and/or provide in-classroom support to the regular and/or special education program. Positions in this class are established to provide identified students with a full continuum of services within the program. The nature of the duties will accommodate the site/students' needs. Incumbents are offered training in assault response alternatives and behavior management.

**DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)**

Duties may include, but are not limited to the following:

1. Demonstrate effective paperwork management, scheduling, time management and interpersonal communication skills.
2. Assist students in reading, spelling, mathematics, interpersonal skills, problem solving and other subjects according to instructions and guidance from the teacher.
3. Assist students with personal difficulties by assisting instructor to keep students and staff safe in aggressive situations.
4. Observe students, document behaviors and assist the teacher in maintaining order in the classroom, cafeteria, playground, general premises and/or on district approved field trips.
5. Maintain control of student behavior individually and in small groups by enforcing IEP behavior plans.
6. Offer input for Individualized Education Program Outcomes and Steps as it relates to individual student growth and development.
7. Escort behaviorally challenged students to and from offices, lunch, restrooms, library, other classes, etc.
8. Maintain daily log of student activities and progress.
9. Attend meetings and in-services as scheduled.
10. Work in RSP/SDC or general education settings as needed.
11. Perform related duties consistent with the scope and intent of the position.

## **JOB REQUIREMENTS**

### Knowledge of:

- Childhood and adolescent growth and development
- Instructional strategies as related to the individual with exceptional needs and identified transition students
- General needs of students displaying specifically defined behaviors.

### Ability to:

- Maintain confidentiality of pupil records and school reports
- Establish and maintain effective working relationships with co-workers, students and parents.
- Develop and maintain cooperative and effective working relationships with school personnel co-workers, students and parents.
- Communicate well with students and motivate them to participate in learning activities.
- Apply instructional and other concepts or techniques presented in in-service, meeting or conference setting to the appropriate instructional environment.
- Follow verbal and written directions from the supervisor and/or designee and receive directed instruction.
- Implement one-on-one behavior plan outcomes.
- Maintain a learning/teaching environment conducive to instruction.
- Exhibit good judgment.
- Maintain up-to-date knowledge and skills related to the scope and responsibility of the position.
- Maintain regular, consistent attendance.

### Physical Requirements:

- Fine manual dexterity to operate common office equipment and appliances
- Working at a desk and meetings of various configurations
- Sitting and/or standing for extended periods
- Reading printed matter and computer screens
- Talking, hearing and understanding speech at reasonable volume
- Near and far visual acuity/depth perception/color vision/field of vision
- Bending, twisting, stooping, crawling, kneeling and reaching
- Ability to lift, carry, push and/or pull up to 100 pounds with proper assistance

## **MINIMUM QUALIFICATIONS**

### Experience:

- A minimum of one (1) year experience working with Special Education students.

### Education:

Must demonstrate Highly Qualified status using the following education requirements

- Possession of a High School Diploma or equivalent AND any one of the following:
  - Completion of two (2) years of higher education study (48 semester units or 72 quarter units)
  - Possession of an Associate's degree or higher degree

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Board Approved: