

## **JOB DESCRIPTION**

**TITLE:** Transitional Aide

**CATEGORY:** Classified Non-Exempt

**REPORT TO** Executive Director, Principal, and SPED Coordinator

**SALARY RANGE:**

**WORK YEAR:** 10 -11 Months

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### **POSITION DESCRIPTION**

Under the general supervision of a Special Education Teacher, the Transitional Aide provides educational and behavioral support to identified students who are transitioning within their comprehensive school setting from a private day or other alternative programs. Transitional aides are required to work with multiple students on an individual basis, in large and small groups, and provide in-classroom support to the regular and special education teachers. 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 school and students' needs.

### **DUTIES AND RESPONSIBILITIES**

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 academics, interpersonal skills, problem-solving and other subjects according to instructions and guidance from the teacher.
3. Assist students with personal difficulties by assisting the instructor in keeping 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 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 related to individual student growth and development.
7. Escort behaviorally challenged students to and from offices, lunch, restrooms, library, other classes, etc.
8. Maintain a daily log of student activities and progress and speak to this at meetings.
9. Attend meetings and in-services as scheduled.
10. Perform related duties consistent with the scope and intent of the position.

### **JOB REQUIREMENTS**

- Must have a stellar attendance record, maintain consistently and punctuality attendance
- Must have reliable transportation
- Must be flexible and open to change to work at multiple schools within a 1–3-mile radius
- Develop and maintain cooperative and effective working relationships with school personnel, co-workers, students, and parents.
- Excellent communication skills to be able to communicate well with students and motivate them to participate in learning activities.
- Apply instructional and other concepts or techniques presented in training or conference setting to the appropriate instructional environment.
- Follow verbal and written directions from the supervisor or designee and receive directed instruction
- Implement one-on-one behavior plan outcomes.
- Exhibit good judgment, problem-solving, and conflict resolution skills
- Maintain up-to-date knowledge and skills related to the scope and responsibility of the position
- Must understand behavioral management and apply when deemed necessary

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

- A minimum of one (2) year of experience working with Special Education students.
- Must know about Childhood and adolescent growth and development
- Must know instructional strategies as related to the individual with exceptional needs and identified transition students
  - Must be able to work with students displaying specifically defined behaviors with fidelity.

#### **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 degree or higher degree