**American Indian Model Schools**

171 12th Street 3rd Floor

Oakland, CA 94607

**Special Education Instructional Aide**

**Responsibilities:**

Under supervision of the Sp. Ed. coordinator, the Intervention Aide will work directly with students to implement differentiated instructional strategies and intervention programs that are intended to increase student learning. This position meets the requirements for federally funded programs.

ESSENTIAL JOB FUNCTIONS:

The essential duties of the position include, but are not limited to:

.• Implement lesson plans as designed by the coordinator; support in the delivery of intervention instruction for assigned Special education designated student or students.

• Communicate measurable learning objectives and guide assigned student toward mastery of goals. • Utilize instructional techniques and appropriate instructional material as prescribed by the coordinator.

• Assist in tracking and the completion of course work.

 • Understand the goals and objectives outlined in the assigned student’s Individual Education Plan (IEP) and/or intervention plan.

• Systematically record and graph data specific to assigned student regarding overall instructional progress, achievement of goals, and other information as required.

• Implement interventions as prescribed

• Complete time accounting log on a daily and weekly basis, accurately and meeting deadlines.

• Complete incident reports within specified time requirements, as needed.

• Adhere to policies and procedures found in the AIMS Employee Handbook.

Experience & Credentials:

• Associates’ degree required; Bachelor’s degree preferred.

• Previous experience preferred.

Communication & Interpersonal Skills:

• Exhibits strong interpersonal and communication skills. Creates a responsive and productive working relationship with parents, children, teachers, other staff and the local community through remaining accessible and communicating clearly and concisely.

• Utilizes technology systems to effectively communicate with staff, parents and the administrative team.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.