

AMADOR COUNTY OFFICE OF EDUCATION
INSTRUCTIONAL AIDE

DEFINITION

Under the supervision of the program administrator and the direction of a specific certificated staff member, performs the necessary duties to assist in the planning and implementation of a program for special needs children in classrooms.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assists in planning and implementing suitable learning experiences for students.
- Helps students develop positive interpersonal relationships with peers and adults.
- Assists in the observation and recording of student development and progress.
- Supervises and/or participates in playground activities.
- Assists in preparing, monitoring, and cleaning up program facilities.
- Operates equipment necessary to program operation.
- Does clerical tasks, e.g. attendance reports, lunch count, and data keeping.
- Functions as an appropriate/positive role model.
- Attends required staff meetings and inservice training.
- Assists in the preparation and maintenance of instruction materials.
- Assists in the supervision of students at assigned tasks in and out of the classroom during normal duty hours.
- May assist students with personal needs, i.e. feeding, toileting, ambulation.
- May participate in I.E.P.T. meetings.
- Provides necessary physical care and emotional support.
- Displays calmness and control while dealing with behavioral problems and restraining “tantrumming behavior.”
- Does related work as required by job-specific position.
- Provides non-routine specialized health care needs which do not require a health/instructional aide; i.e., toileting, administration of epi pen (bee sting) and monitorization of reaction and anaphylactic reaction procedure, hyper or hypoglycerine care for a diabetic (i.e. administration of juice or sugar substitute), assisting when a student has a seizure. Training will be provided as needed.

GENERAL QUALIFICATIONS

Knowledge of:

- Child growth and development principles.
- Academic instruction/behavioral management.
- Health care procedures. Training provided for specialized health care needs which do not require a health aide.

Ability to:

- Apply techniques to handle tantrumming behavior and assist physically and severely handicapped students in movement and specialized health care procedures.
- Work effectively with disabled students.
- Respect the confidentiality of school related incidents and information.
- Understand and carry out oral and written instructions.
- Maintain cooperative relationships with those contacted in course of work.
- Operate necessary program equipment.
- Maintain accurate records.

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Elicit optimum student performance.
Maintain positive attitude toward and control of students.

CERTIFICATIONS REQUIRED:

Standard CPR and First Aid Certifications

DESIRABLE SKILLS

Preliminary signing skills.
One year of child/youth related experience or equivalent training.
Additional training in child development or special education is desirable.

EDUCATION AND EXPERIENCE

High school diploma or equivalent.
No Child Left Behind (NCLB) compliant (possession of an AA degree or 48 semester units from an accredited college, or a passing score on the District NCLB Exam).

LICENSE REQUIRED

A valid and appropriate California driver's license (if required)

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position requires the prospective employee to pass a pre-employment physical.

Physical Requirements:

1. Employee lifts/carries 65 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 40 pounds frequently (34-66% of the time).
3. Employee lifts/carries 20 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 25.2 pounds on objects.
5. Employee's position requires pulling a maximum force of 80 pounds on objects.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

SALARY LEVEL

Range 26 of the ACOE Classified Salary Schedule.