



PERSONNEL COMMISSION

**Class Specification
Salary Range: 12 (C1)**

CLASS CODE

TITLE

0448

INSTRUCTIONAL AIDE – SPECIAL

0450

INSTRUCTIONAL AIDE – SPECIAL, BL SPANISH

JOB SUMMARY

Under general supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; perform related duties as assigned.

EXAMPLE OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Confer with certificated staff to plan instructional activities, discuss student academic progress and behavior, and implement activities to meet the individual needs of students; assist in facilitating students into general education classrooms and other learning environments. **E**
- Tutor individual or small groups of students in a variety of academic subjects to explain and reinforce learning concepts; correct classroom and homework assignments; compute and record scores as assigned. **E**
- Provide assistance, participate with, and monitor students in activities such as educational games, reading stories, songs, arts and crafts, and physical education exercises; observe and record the social and academic progress of students. **E**
- Participate in the monitoring, discipline, and behavior modification of students; redirect inappropriate student behaviors; implement behavior plans for students in accordance with District procedures; record and report student behavior issues. **E**
- Perform a variety of personal hygiene activities for students such as toileting, diapering, and dressing; prepare lunch trays and feed students unable to feed themselves; assist students to sit, stand and walk. **E**
- Perform physical health care treatments such as tracheotomy suctioning, gastrostomy tube feedings, colostomy care, seizure monitoring, and blood sugar testing following appropriate training; maintain related records. **E**
- Lift and position students into and out of wheelchairs, braces, lifts and other orthopedic equipment, individually or with the assistance of other staff members. **E**
- Provide community-based instruction, social skills, and life skills training with individual or small groups of students in a variety of settings such as purchasing items at a store, job coaching, independent bus travel, and pedestrian safety. **E**

- Accompany, assist and monitor students in a variety of non-classroom activities and locations including field trips, buses, job sites, community settings, cafeterias, bus lines, and on-campus events. ***E***
- Perform a variety of classroom associated clerical work such as sorting, filing, record-keeping, completing forms and applications, collecting monies, measuring, cutting, and duplicating materials. ***E***
- Assist in classroom organizing activities such as displaying educational materials, preparing bulletin boards and teaching aids, and arranging furniture to facilitate instructional needs; replenish supplies and materials for classroom use. ***E***
- Assist students utilizing assistive technology devices and related equipment and software associated with computer-assisted instruction and oral language facilitation; operate, monitor and troubleshoot assistive technology equipment. ***E***
- Operate a variety of classroom, audio-visual and office equipment including a copier, laminator, calculator, and a computer and assigned software. ***E***
- Attend and participate in meetings, workshops, and training programs. ***E***
- Administer basic first aid or necessary physical assistance to ill, injured or distressed students. ***E***
- May administer prescribed medication in emergency situations in accordance with District procedures.
- May call parents to arrange appointments and provide approved information about school activities or students under the direction of certificated staff; participate in parent conferences as requested.
- May utilize basic sign language gestures and techniques in some assignments.
- Perform related duties as assigned.

*Note: There is an italicized **E** at the end of some of the duty statements which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act (ADA).*

DISTINGUISHING CHARACTERISTICS

Incumbents in the Instructional Aide - Special classification serve students with special needs identified in an Individualized Education Plan (IEP). These students have learning, communication, physical or other disabilities such as hearing or vision loss or emotional disturbances. Incumbents in this class will assist students with their physical and hygienic needs which may include diapering, toileting, feeding, lifting and positioning students as well as physical health care treatments, such as tracheotomy suctioning and gastrostomy feedings. Incumbents in the Instructional Aide – Special, BL Spanish classification perform the essential duties of the class utilizing bilingual skills as necessary to translate materials and interpret for parents, students and staff.

EMPLOYMENT STANDARDS

Knowledge of:

Child guidance principles and practices.

Basic instructional techniques and methods.

Academic subjects including mathematics, grammar, spelling, language, and reading.

Safe practices in classroom and playground activities.

Classroom procedures and appropriate student conduct.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Basic record-keeping and filing techniques.
Interpersonal skills using tact, patience and courtesy.
Operation of a variety of classroom, audio-visual, and office equipment including a computer and assigned software.
Basic first aid procedures.
Generally accepted standards of health, safety and sanitation.

Ability to:

Assist with instruction and related activities in a classroom or other learning environment.
Tutor and reinforce instruction to individual or small groups of students.
Demonstrate understanding and patience toward students.
Monitor, observe and report student behavior and progress.
Attend to the hygienic and physical needs of students including toileting and diapering.
Perform physical health care treatments such as tracheotomy suctioning and gastrostomy feeding following appropriate training.
Adapt to changing circumstances and priorities within the learning environment.
Work collaboratively as an educational team member.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate a variety of office, audio-visual, and classroom equipment including a computer and assigned software.
Learn to operate, monitor and troubleshoot assistive technology equipment.
Perform clerical duties related to classroom activities such as record-keeping, measuring, cutting, filing and duplicating.
Observe health and safety regulations.
Administer basic first aid or necessary physical assistance to ill or distressed students.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two (2) years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission, which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Experience:

Six (6) months of paid or volunteer experience working with children in a structured environment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered; however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS

Positions in the Instructional Aide – Special, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

Some assignments will require successful completion of District-provided CPR/First Aid training.

Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs.

After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

WORKING ENVIRONMENT

Indoor and outdoor work environment such as a classroom, community setting, playground, or bus.

Potential exposure to bloodborne pathogens, communicable diseases and bodily fluids.

Potential exposure to aggressive behaviors of students and emergency situations.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer and specialized equipment.

Hearing and speaking to exchange information in person or on the telephone.

Bending at the waist, kneeling or crouching to assist students.

Sitting, standing or walking for extended periods of time.

Seeing to read a variety of materials and monitor student activities.

Pushing or pulling wheelchairs or other assistive devices.

Reaching overhead, above the shoulders, and horizontally.

Lifting and positioning of students weighing 40 pounds or less. Two or more aides will generally lift and position students weighing more than 40 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 8/11/1994

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