

INSTRUCTIONAL AIDE - SEVERELY HANDICAPPED

DEFINITION

Under general supervision, assists a teacher or teachers in a variety of caretaking, instructional, and classroom duties involving severely handicapped students; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

Possession of a valid Red Cross Standard First Aid certificate.

Possession of a valid Red Cross Cardiopulmonary Resuscitation certificate.

CLASS CHARACTERISTICS

Positions in this class are established to assist teachers in the education, training, and supervision of severely learning handicapped and/or physically handicapped students. Incumbents perform a variety of duties both in and out of the classroom and play a major role in caring for the physical needs of the students. Continuous and vigilant supervision of students is necessary during the day. Incumbents of some positions are assigned to a student for one-on-one instruction, transporting student to and from school, and accompanying and tutoring student during course of day. Duties listed below are representative of this class but not all positions incorporate all tasks, and duties will vary somewhat among positions.

EXAMPLES OF DUTIES

Listens to, tutors, drills, reinforces, and otherwise assists individual and/or group of students in reading, language, mathematics, and other subjects according to instructions and guidance from a teacher. *E*

Instructs in selected subjects for remedial, supplemental or enrichment purposes. *E*

Operates and assists students in the use of audio-visual equipment and listening centers. *E*

Researches and prepares instructional, motivational, and other materials. *E*

Administers and scores tests; corrects and scores assignments; records grades. *E*

Assists students in achieving coordination in physical education activities. *E*

Encourages and assists students in communicating and appropriate social interaction. *E*

Assists in the loading and unloading of students from buses and the transferring of students to and from classrooms and events and rides busses. *E*

EXAMPLES OF DUTIES (cont.)

Instructs students in use of standard kitchen utensils and appliances. *E*

Instructs students in use of small power tools for shop and garden use. *E*

Observes progress and behavior of students and confers with teacher(s) and other staff members accordingly. *E*

Performs routine clerical tasks, maintaining grade, attendance and other records as required. *E*

Attends and participates in meetings and workshops as required. *E*

Instructs and advises students regarding personal hygiene; assists students with toileting; hand-feeds students. *E*

Assists in the maintenance of classroom discipline. *E*

Strives to maximize self-reliance of students in all activities and frequently utilizes approved behavior modification techniques to encourage or discourage selected behaviors. *E*

Removes and replaces orthopedic braces and equipment as needed. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. General problems and needs relative to handicapped students;
2. Techniques of learning reinforcement and behavior modification;
3. First aid techniques and practices;
4. District policies and procedures;
5. English usage, spelling, grammar, and punctuation;
6. Basic math;
7. Simple record keeping;
8. General principles of supervision and training; and
9. Appropriate safety precautions and procedures.

Ability to:

1. Understand and appropriately respond to the needs of handicapped students and to possess a genuine liking for students;
2. React calmly under stress situations and emergencies;
3. Provide a good role model for students;
4. Learn pertinent procedures and functions quickly and apply them without immediate supervision;
5. Determine and retain privileged communications;

Ability to: (cont.)

6. Operate office equipment and computer;
7. Maintain records;
8. Supervise the work of others;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work; and
11. Perform simple and repetitive tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Previous experience working with handicapped and special needs students.

WORKING CONDITIONS

Environment:

Diversified special education classroom environment.

Physical Abilities:

Seeing to monitor students during classroom activities; hearing and speaking to exchange information and provide assistance to students; bending at the waist; walking and standing for extended periods of time; lifting and carrying students and equipment; dexterity of hands and fingers to operate specialized equipment or office equipment.

Revised: 7/81

7/94