



## PERSONNEL COMMISSION

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

### CLASS CODE

### TITLE

0448

**INSTRUCTIONAL AIDE – SPECIAL**

0449

**INSTRUCTIONAL AIDE – SPECIAL - BILINGUAL KHMER**

0450

**INSTRUCTIONAL AIDE – SPECIAL - BILINGUAL SPANISH**

### JOB SUMMARY

Under immediate supervision, follow the lead of the teacher/specialist in providing instruction to students having an Individualized Education Program (IEP), or Section 504 Service Plan (SP); assist in the supervision, discipline and behavior modification of students; assist in their physical care and hygienic needs; 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.*

- Discuss classroom learning activities with teacher/specialist to coordinate instructional efforts and to implement instructional programs. **E**
- Tutor or drill students, individually or in groups, following lesson plans and designed IEPs or SPs, in a variety of academic subjects to explain and/or reinforce learning concepts. **E**
- Read stories to students; ask related questions to determine if understanding is being attained. **E**
- Provide assistance to students in operating a microcomputer and in learning activities associated with computer assisted instruction. **E**
- Provide assistance to, participate with, or monitor students in activities such as games, songs, and physical exercises. **E**
- Correct such student work as printing, writing, spelling, punctuation, arithmetic exercises, etc. of classroom and/or homework assignments, compute, record scores and return to students. **E**
- Operate a variety of office machines and/or instructional equipment such as, mimeograph, adding machine, typewriter, personal computer, computer terminal, copiers, laminator, telephone, video cassette recorder, etc. **E**
- Perform a variety of classroom associated clerical work, such as typing, sorting, filing, keeping accurate records, setting up and maintaining file folders, recording attendance, completing forms and applications, collecting monies, measuring, cutting, and duplicating. **E**
- Prepare various teaching aids and materials such as charts, graphs, and other related items using such methods as typing, duplicating, collating, stapling, and laminating. **E**

- Assist in classroom organizing activities such as displaying educational materials, preparing bulletin boards, arranging furniture to facilitate instructional needs, creating an orderly and clean classroom environment. ***E***
- Observe and report significant student behavior, behavioral patterns, and/or problems to the teacher/specialist. ***E***
- Implement behavior management programs for student(s) as designed by certificated staff. ***E***
- Monitor student behavior and maintain order in such areas as food serving lines, on playgrounds and in bus lines; assist the teacher/specialist in imposing discipline intended to control and modify student behavior. ***E***
- Accompany and monitor students in a variety of non-classroom activities including such things as field trips, on bus trips, and visits to health care facilities or community social service agencies. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. ***E***
- Implement community-based instruction and life skills training with individuals and/or small groups of students, in various settings, such as purchasing items at a community store, independent bus travel, use of a laundromat, pedestrian safety. ***E***
- Individually or with the assistance of other staff members, lift and position student(s) in and out of wheelchairs, braces and/or other orthopedic equipment. ***E***
- Provide various forms of personal care for students such as toileting, diapering, dressing, undressing, and grooming, on a routine or regular basis. ***E***
- Physically assist students with disabilities to sit, stand and/or walk as part of their instructional program. ***E***
- Provide specialized physical health care services, such as tracheotomy care and gastrostomy feedings, following completion of appropriate training. ***E***
- Prepare lunch trays and feed students who are unable to feed themselves, may include gastrostomy feedings. ***E***
- Prepare, develop and modify (using Perkins Braille, glue relief technique, tactile impressions, etc.) various teaching aids such as charts, drawings for coloring and manipulatives for student achievement. ***E***
- Provide one-on-one student instruction to facilitate the visually impaired student into the mainstream of a regular classroom environment. ***E***
- Assist in the instruction and reinforce the principals of the adaptive physical education program for the visually impaired students. ***E***
- Replenish supplies and materials from the stock room for classroom use.
- May call parents to arrange appointments, to provide approved information about school or student; may participate in parent conference at the direction or concurrence of the teacher/specialist.
- May need to use sign language in some assignments.

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

### **DISTINGUISHING CHARACTERISTICS**

The Instructional Aide - Special classification is designed to serve students whose instruction is identified and specified in an Individualized Education Plan (IEP) or Section 504 Service Plan (SP). These students have learning, communication, physical

and/or severe disabilities or other impairments such as serious emotional disturbances. Some students served require constant attention to protecting physical safety in a classroom where pupils, because of the nature and severity of their disabilities, are accident prone, or because of assaultive or self-abusive tendencies could cause serious injury to themselves or other. Incumbents in this class perform a variety of instructional tasks in such areas as reading, language, mathematics and independent living skills to reinforce the learning of students. Some incumbents in this class will be required to assist students in their physical and hygienic needs; this may include such duties as diapering, toileting, and lifting students on a regular basis and specialized physical health care services such as, tracheotomy care and gastrostomy feedings. The incumbent may be assigned to one student or may work with a small group of students in a classroom, learning center, or community setting.

**EMPLOYMENT STANDARDS****Knowledge of:**

Learning patterns of children.  
Child behavior and behavior modification.  
English usage, grammar and punctuation.  
Record keeping techniques.  
Multi-media equipment.  
Arithmetic - addition, subtraction, division, and multiplication.  
First aid.  
Generally accepted standards of health and sanitation.  
Personal hygiene practices.  
Seizures and the appropriate responses.

**Ability to:**

Attend and successfully complete training to perform in areas pertaining to specialized physical health care services.  
Understand and carry out oral and written instruction.  
Learn to tutor students in various subject matters and to work with students having disabilities.  
Tutor visually impaired student in any subject matter and in grade levels K through 8.  
Adapt educationally materials/manipulatives to promote the specialized learning process for visually impaired.  
Use accepted American Sign Language with appropriate students to advance instruction and comprehension.  
Work with children having mild to severe learning and/or physical disabilities or in some instances a combination of both.  
Motivate and encourage positive learning patterns and behavior to students with disabilities and special learning needs.  
Assist with the discipline of students in accordance with District policy.  
Assist with the behavior modification of students.  
Operate a variety of office and classroom machines and equipment (copy machine, video cassette recorder, slide projector, microcomputer, Perkins Braille, Optacon, embosser, Braille Edit Express).  
Perform clerical work, such as typing, sorting, measuring, cutting, filing and duplicating.  
Print and handwrite legibly.

Keep accurate records.

Administer first aid or necessary physical assistance to ill or distressed students.

Attend to hygienic and physical needs of students.

Lift and position students into and out of orthopedic equipment and adjust equipment.

Establish and maintain effective relationships with those contacted in the course of work.

Demonstrate understanding and patience toward students with disabilities and/or behavioral problems.

Demonstrate confidence, tact and sound judgment.

Demonstrate adaptability to changing circumstances and priorities within the learning environment.

Demonstrate confidence, tact, and the use of good judgment.

Demonstrate a willingness to work collaboratively as an educational team member.

**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 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 months of experience working with children in a structured environment. Experience working with children requiring a specialized learning environment is preferred. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal basis.

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**

Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

Some assignments will require the successful completion of District-provided training to administer specialized physical health care services to meet student needs.

After an employee in this class has been given initial training to work with a student or students with specialized physical health care needs and feels the need for additional

training, he/she may request it. Requests shall be in writing to their respective site administrator who shall arrange for the needed training with the Program Specialist, Nursing Services. The employee will be notified of the schedule for training.

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.

**WORKING ENVIRONMENT**

Classroom environment, learning center, community setting, playground, school bus. The employee will assist in the cleaning and personal hygienic needs of students.

**PHYSICAL DEMANDS**

Some assignments require the lifting and positioning of students weighing 40 pounds or less in wheelchairs, or on/in other equipment, two aides will generally lift and position students weighing more than 40 pounds.

Some assignments require the operation of equipment used to lift, move, and position students weighing 40 pounds or more.

On occasion, employee may be required to physically restrain students.

May include kneeling, crouching or crawling on floor.

*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.

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