



PERSONNEL COMMISSION

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

CLASS CODE

TITLE

3293 INSTRUCTIONAL AIDE – SPEECH & LANGUAGE COMMUNICATION
3294 INSTRUCTIONAL AIDE – SPEECH & LANGUAGE COMMUNICATION - BL

JOB SUMMARY

Under immediate supervision, assist in providing instruction specific to the area of speech and language communication to students identified as having special needs; monitor the use of communication devices and systems; assist in development of communication devices and systems; perform related duties as assigned.

EXAMPLES 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.

- Tutor or drill students, both individually and in groups, utilizing established lesson plans and designed Individualized Education Program (IEP) in the area of speech and language communication, including articulation, language, voice and fluency skills. **E**
- Prepare learning materials and assist students in use of alternative communication methods, such as Picture Exchange Communication System (PECS), and a variety of computerized speech and language communication devices. **E**
- Prepare various teaching aides and materials, such as charts, pictures, word lists, 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, arranging furniture to facilitate instructional needs and creating an orderly and clean classroom environment. **E**
- Implement behavior management programs for student(s) as designed by certificated staff; observe and report significant student behavior, behavioral patterns, and/or problems to the teacher/specialist; assist in maintaining appropriate behavior in the classroom and between classroom activities. **E**
- Implement community based instruction and life skills training with individuals and groups of students, in various settings, such as independent bus travel, pedestrian safety and shopping expeditions. **E**
- Perform a variety of classroom associated clerical work, such as sorting, filing,

record-keeping, setting up and maintaining files, recording attendance, completing forms, etc., using a variety of office machines including personal computer, typewriter, copier and telephone. ***E***

- Administer first aid or necessary physical assistance to ill or distressed students. ***E***
- May contact parents by telephone or written notes, to communicate information relative to student performance, behavior; may attend and participate in parent-teacher/specialist conferences.

*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 – Speech and Language Communication provides instructional support to students specifically identified with verbal communication impairments. These students may also have learning, physical, emotional or other identified disabilities. Incumbents in this classification will perform a broad range of educational support activities, with primary emphasis on specialized speech and language assistance. Incumbents will assist in attending to the care and well being of students with a variety of physical and mental impairments. The incumbent may be assigned to a single student or group in a classroom, learning center or community setting.

EMPLOYMENT STANDARDS

Knowledge of:

Language development in children.

Articulation development.

Learning patterns in children.

Child behavior and behavior modification.

English usage, grammar and punctuation.

Record keeping techniques.

Generally accepted standards of health, sanitation and personal hygiene.

Basic first aid.

Personal computers and software, including word processing, learning and educational software.

Ability to:

Utilize specialized communication systems and devices, such as Picture Exchange Communication System, and others, to assist in the educational development of language and articulation of assigned student(s).

Remain current in techniques and technologies associated with the specialized learning needs in language and articulation development through continuous participation in workshops, in-services and other training.

Work with students having a broad range of learning and/or physical disabilities.

Adapt materials and/or manipulatives to promote the specialized learning process of

students.

Motivate and encourage positive learning patterns and behavior of 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, such as copy machines, cassette recorders, computers, telephones, etc.

Perform routine clerical work, such as typing, sorting, cutting, filing and duplicating.

Print and handwrite legibly.

Keep accurate records.

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

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 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.

In addition to the above standards, applicants must provide proof of completion of coursework at an accredited institution of higher learning with a minimum of four courses in special education, communicative and speech disorders, language and articulation, education or a related field.

Experience:

Six months of experience working with children in a structured environment. Experience working with children with speech and language disabilities 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 positions in this classification may require the successful completion of District-provided training to administer specialized physical health care services to meet student needs.

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 CONDITIONS

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

PHYSICAL DEMANDS

Some assignments require the lifting and positioning of students in wheelchairs or other equipment.

May include kneeling, crouching or crawling on the 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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