

Gridley Unified School District Job Description

JOB TITLE: INSTRUCTIONAL AIDE, SPECIALIZED CLASSROOM

SALARY LEVEL: 3 (4 if individual has or had a valid Teaching Credential) UNIT: Classified

DEPARTMENT: School Site

LOCATION: School Site

REPORTS TO: School Administrator

BOARD APPROVED: 07/19/2023

BASIC FUNCTION:

Under general supervision of assigned management employee, assists certificated staff in providing instruction to individual or small groups of severely handicapped students in a classroom; monitor and report student progress regarding behavior and performance; assist students in developing various self-help, social and community skills.

REPRESENTATIVE DUTIES:

- Tutor individual or small groups of severely handicapped students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and related activities.
- Confer with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program.
- Provide instruction/assistance to severely handicapped students in social, self-help and community skills.
- Assist students with personal hygiene; wash hands and faces; toilet students and change diapers and clothing as needed.
- Assist students on and off the bus; push wheelchairs and lift students as needed.
- Observe and control behavior and interaction of students according to approved procedures; report progress regarding student performance and behavior.
- Operate various exercise, therapeutic, instructional and office equipment.
- Prepare instructional materials for individual students as directed by the teacher; maintain daily records of achievement.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Assist students in toilet training.
- Prepare students for mainstreamed classes according to established procedures.
- Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment.
- Oversee student activities; lead and monitor playground activities and movement education as assigned.

- Tutor students in developing interpersonal relationships with peers and adults; promote the safety of the students by helping them develop self-confidence.
- Assist and train student in the maintenance of personal needs including feeding, combing hair and dressing appropriately.
- Assist students with basic physical movement; work with students on the prone board and in the swimming pool; work with students to develop motor coordination.
- Provide physical assistance to students who cannot care for themselves, including feeding, diapering, turning and physical movement.
- Direct group activities of students as assigned.
- Participate in meetings and in-service training programs as assigned.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Special needs, problems and requirements of severely handicapped students.
- Child guidance principles and practices.
- Basic subjects taught in District schools, including mathematic, grammar, spelling, language and reading.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communications skills.
- Interpersonal relations skills using tact, patience and courtesy.
- Techniques and methods of child supervision.
- Cultural and physical differences and needs of children in assigned program.
- Modern office methods, practices, procedures, and equipment.

ABILITY TO:

- Assist certificated staff with instruction and related activities of the assigned learning environment.
- Assist students in developing self-help and social skills.
- Print and write legibly.
- Make mathematic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Learn the procedures, functions and limitations of assigned duties.
- Communicate effectively with physically and developmentally handicapped children.
- Establish and maintain effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift, restrain and discipline students according to approved policies and procedures.
- Operate instructional and office equipment.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); 1 to 3 months related experience and/or training; or equivalent combination of education and experience, and provide one of the following: completion of two years of study at an institution of higher education, or possession of an associate degree (or higher) from a recognized college or university, or an Instructional Aide Proficiency Certificate;

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Instructional Aide Proficiency Examination Certificate required (Administered By District Approved Testing Facility). District First Aid and CPR training may be required and will be provided.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents, and others in an open, friendly, business-like manner. Basic computer skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.