

ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
**SPECIAL EDUCATION INSTRUCTIONAL AIDE**

**REPORTS TO:** PRINCIPAL / DIRECTOR OF STUDENT SERVICES

**SUPERVISES:** No supervisory responsibilities

**DEFINITION:**

Under direct supervision of a certificated classroom teacher and/or principal, performs a variety of tasks concerned with the supervision of educational activities of both regular and special education students, individual student or groups of students, and other tasks as assigned.

**QUALIFICATIONS:**

Required:

1. One must have High School Diploma or GED Certificate.
2. Additionally, applicant must have completed either
  - a. Two years of higher education study (minimum of 48 units) beyond a high school diploma
  - b. An Associate's Degree (AA) or higher
  - c. Have a passing certificate for the NCLB Instructional Aide examination.

Desired:

1. Some experience working with mild special needs children in an individual or group situation is desirable

**KNOWLEDGE AND ABILITY:**

1. The knowledge of general objectives of classroom programs.
2. The knowledge of school rules and regulations.
3. The knowledge of school supplies and equipment.
4. The knowledge of limitations of students involved.
5. The knowledge of elementary clerical procedures.
6. The ability to establish and maintain positive relationships with students, staff members, and parents.
7. The ability to understand and follow oral and written instructions.
8. The ability to maintain consistency in application of classroom, school and district policies.
9. The ability to maintain a kind and sympathetic attitude without emotional bias.
10. The ability to be familiar with the school's learning materials.
11. The ability to be adapt to unusual physical or emotional conditions in the classroom or on the playground.
12. The ability to exercise independent thinking and good judgment at all times.

**ESSENTIAL DUTIES/TASKS:**

1. Assists with student supervision.
2. Provides instruction and other tasks designated by the supervising teacher and/or principal.

**NON ESSENTIAL DUTIES/TASKS:**

1. Prepares instructional materials.
2. Performs other duties as assigned.

## **ENVIRONMENT/WORK ENVIRONMENT:**

- **Location:** Work is performed 80%-90% within the school classroom or community work setting. Up to 20% is an outdoor, educational setting such as physical education, walking or while driving from school to worksite.
- **Hazards:** Exposure to bodily fluids, may include normal driving hazards, slippery surfaces, and aggressive behavior by students.
- **Equipment Used:** General office equipment, computer, 10-key, copier, recreation equipment and personal vehicle.
- **Safety Equipment:** Gloves, protection from blood borne or other pathogens.

## **ESSENTIAL FUNCTIONS:**

*(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)*

### PHYSICAL

- **Standing/Walking/Mobility:** Frequently; throughout work shift while performing classroom duties or in community setting depending on assignment.
- **Sitting:** Occasionally-Frequently; while performing classroom duties and driving between assigned areas.
- **Lift/Carry:** Frequently, 1-15 pounds; classroom instructional materials, books, office or cleaning supplies. Occasional lifting estimated up to 65 while assisting disabled student in toileting, feeding, restraining disruptive behaviors, and mobility and physical activities. Any lift or transfer of students greater than this weight would require use of two people or mechanical lifts.
- **Bending/Twisting:** Frequently; at knees/waist to and from seated position, while assisting students. Actual repetitions depend on specific requirement of assigned student/job assignment.
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 10-80 pounds while assisting students in physical education instruction, maneuvering students' wheelchair, restraining disruptive behaviors, moving equipment, etc.
- **Climbing/Balancing:** Occasionally; stairs at locations, or while assisting student in or climbing stair at worksites.
- **Kneeling/Crouching:** Occasionally; may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.
- **Other Physical Demands:** may occur in sports related activity or restraining aggressive behavior to include jumping, running, throwing, awkward positions, etc.

### MENTAL

- Constant mental alertness required in supervising activity of assigned students to anticipate behaviors of student and maintain safe, educational environment.
- Must possess necessary communication skills, written and oral to complete assignments.
- Must be able to read, write, speak English.
- Possess interpersonal skills to work well with various types of disabled students.
- Must be able to adapt to work pressures that can include frequent interruptions, quick response to potentially hazardous situation, and multiple tasks.

- Must be able to work independently with assigned students and exercise creative problem solving ability.
- Must be able to provide leadership skills to provide guidance and appropriate behavioral corrections to assigned students.

Adopted: 07/2007

Revision: 01/10/02, 08/14/12