

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2012
RANGE: 34.5
CLASSIFIED
CODE: 4, 5, 7

INSTRUCTIONAL AIDE I – SPECIAL EDUCATION

DEFINITION

Under general supervision, the Instructional Aide I – Special Education will perform a variety of follow-up instructional activities;

assist in the conducting of training and learning activities with children experiencing special learning needs;

perform a variety of routine clerical and supportive activities for instructional personnel;

do other related work as required.

EXAMPLES OF DUTIES

Assist instructional personnel with the presentation of learning materials and in the conduct of instructional exercises;

tutor individual students and small groups of students with special learning needs to reinforce and follow up learning and training activities;

monitor and assist students with special learning needs in drill, practice, and study activities as a follow-up to the presentation of instructional lessons by instructional personnel;

direct students into safe learning activities and functions, and assist in shaping of appropriate social behaviors;

assist in the management of student behavior through the use of positive reinforcement strategies and techniques;

assist in the preparation of a variety of instructional materials and learning aids;

maintain a variety of records and files, including confidential student records and information;

operate and assist students in the operation of a variety of instructional media;

monitor and assist in the remediation of specific learning problems;

assist students with activities to develop small muscle and eye-hand coordination;

assist children with toileting and personal hygiene;

assist children with feeding;

help students with projects and work experience activities;

help students perform sequence tasks and assist with a variety of arts and crafts projects;

may perform routine first aide and CPR;

request appropriate assistance for serious pupil injury or illness;

maintain or assist in maintaining an orderly, attractive, and positive learning environment;

may participate in parent conferences;

assist children with special physical needs;

assist in the development of communication skills, using manual communication, with children who experience language and hearing disorders.

QUALIFICATIONS

Knowledge of:

Knowledge of basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs;

behavior management strategies and techniques relating to pupils experiencing atypical control problems;

appropriate English usage, punctuation, spelling, and grammar;

basic arithmetical concepts;

routine record storage, retrieval, and management procedures.

Ability to:

Ability to demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting speech and language development delays;

appropriately manage student behavior and guide student toward more acceptable social behaviors;

appropriately administer basic first aid;

communicate effectively in oral and written form and, depending on the assignment, use manual communication techniques to communicate with the hearing impaired;

perform routine clerical tasks and operate a variety of educational and office related machines and equipment;

learn to utilize a variety of appropriate speech therapy materials and procedures in the enhancement of a training and educational environment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with children and adults;

stoop, bend, crawl, run, lift 50 lbs., and see and hear sufficiently to perform the duties listed above.

Experience:

Six (6) months of paid work experience in a classroom or program for individuals with special needs.

OR

One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment.

Education:

Education equivalent to the completion of the twelfth grade, preferably with training or coursework in child growth and development, special education, instructional technology, or a closely related field.

Must submit proof of passage of the Basic Proficiency Test as required by California state law.

Conditions of employment:

Possess or secure within six (6) months of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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