

SANTA CRUZ COUNTY OFFICE OF EDUCATION

SENIOR INSTRUCTIONAL AIDE

DEFINITION

Under general supervision, to assist certificated teachers in the development and implementation of instructional and vocational programs for the specific needs of assigned students.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from the Instructional Aide class in that they work 50% or more of work time independent from certificated staff. Program areas include working directly with developmentally-delayed or medically fragile infants in the home, training clients' families in the proper care and handling of the child, working with disabled youths with public and vocational skills, and working on an independent one-to-one or small group basis with learning disabled students in a resource specialist program.

SUPERVISION EXERCISED

Exercise no oversight over County Office staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform training and treatment activities in clients' homes or vocational work sites, as per professional directives.

Assist disabled students in physical therapy, motor skills, or vocational skills, as per professional directives.

Teach students self-help skills including feeding, dressing, personal hygiene or independent living skills, including safety procedures, decision making, communications and appropriate work behavior.

Assist in teaching students Braille, sign language, English or Spanish; communicate with them in the form necessary.

Oversee and train students in community and job sites.

Assist students attending high school and college classes.

Teach students cognitive and academic skills related to the level of achievement as determined by a certificated professional.

Assist teachers in operating classrooms; support the assigned teacher's style of classroom management; set up facilities; prepare teaching materials as assigned; oversee and discipline students according to approved policies and procedures.

Work with teacher in reviewing students' work, assessing progress and/or giving tests.

Work with teachers in developing lesson plans and/or identifying student needs; collect, copy, sort, adapt, and dispense materials in order to implement students' goals.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Recognize problems which may interfere with learning of students or the physical/emotional welfare of students and implement appropriate solutions in the learning environment.

Recognize potential of students and encourage their participation in educational programs and activities.

Assist in preparing and maintaining required paperwork for assigned program area.

Prepare and maintain accurate and complete records and logs.

Maintain confidentiality of student and school information.

Perform other duties necessary to ensure the health and safety of assigned students.

Work independently from certificated staff 50% or more of the time.

OTHER JOB RELATED DUTIES

Act as a resource person regarding various aspects of caring for and educating disabled children; counsels and advises.

Assist client families to locate appropriate educational facilities and community support services or resources as necessary.

Train family members to perform prescribed treatment activities and therapy, and to properly care for the disabled child.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Academic and vocational areas of learning sufficient to instruct students at a specific level of achievement.

Recreational activities involving sports, games, arts, and crafts.

Basic clerical procedures; basic mathematical principles.

Basic child development theory and principles.

Basic techniques to motivate students and manage student behavior.

Principles and procedures of record keeping.

English usage, spelling, vocabulary, grammar, and punctuation.

Knowledge of (Continued):

Principles and methods of training and instruction.

First aid and CPR principles and practices.

Safe driving principles and practices.

Safe work practices.

Skill and Ability to:

Learn to operate equipment used as educational aids.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Learn physical requirements and emotional needs of disabled children.

Learn the procedures and functions necessary to perform assigned duties.

Learn instructional terminology, program philosophies, concepts, materials, methods, and procedures.

Learn child guidance principles and practices.

Work effectively with students in a variety of situations.

Understand and follow specific instructions in regard to the care and handling of disabled students.

Deal constructively with conflict.

Respond appropriately in emergency situations.

Analyze situations carefully and adopt effective courses of action.

Perform accurate mathematical computations.

Read, write, and understand the English language.

Communicate clearly and concisely, both orally and in writing.

Read, interpret, and follow County Office rules, regulations, policies, and procedures.

Demonstrate an understanding, patient, and receptive attitude toward children.

Work under supervision within a broad framework of standard policies and procedures.

Work independently in the absence of direct supervision 50% or more of the time.

Skill and Ability to (Continued):

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade, supplemented by college level course work in psychology and child growth and development.

Experience:

Two years of experience working with children in a special environment.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, CPR and first aid certificates.

SPECIAL REQUIREMENTS

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. Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, reach, and lift 25 lbs.

Exposure to volatile and assaultive behavior; exposure to outdoors.

Ability to speak, write, and read a second language may be required for certain positions.

Approval Date: June, 1994.