VAL VERDE UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL AIDE - RSIA

DEFINITION
Under general supervision of certificated personnel to provide instructional assistance, and training and learning activities for an individual student with special circumstances, and to do related work as may be required.

CLASS CHARACTERISTICS
Incumbents in this position are designated as an instructional aide assigned to one student and are expected to assist the student in all aspects of his/her mobility. Incumbents are also expected to work with a great deal of independence and initiative. Assist instructional personnel with the presentation of learning materials by acting as a liaison and translator from the student to his/her classmates, teacher, principal, nurse and guardians.

EXAMPLES OF DUTIES
Assist student in all aspects of mobility, which includes meeting student’s bus before and after school; transfer student to and from a wheelchair during class and in the restroom. In-service staff and students to properly use available equipment such as manual and electric wheelchair, Prentke Romich Light Talker and Diconix Printer. Responsible for the maintenance of said equipment and report any malfunctions and/or defects to the manufacturer for repair. Program instructional equipment as necessary. Assist in the preparation of a variety of instructional materials and learning aids; lift and move student who is unable to provide assistance; assist where necessary with toileting and feeding responsibilities, follow teacher’s lesson plans and assist in preparation of plans based on teacher’s direction and explanation of student’s academic needs, assist in the evaluation of the instruction and the students’ progress and problems; prepare weekly goals for student advancement in use of instructional equipment; modify curriculum to meet individual needs of student through the use of the Light Talker. Accompany student on field trips and other school activities; respect confidential nature of the student’s records and school reports.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of: Basic concepts of child growth and development behavior characteristics pertaining to orthopedically handicapped students; basic methods and techniques used in tutoring to work effectively with special students; behavior management strategies and techniques relating to students experiencing atypical control problems; methods, techniques and procedures for lifting and moving students incapable of providing assistance; basic concepts of mathematics; record management, correct English usage, spelling, grammar and punctuation.
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EMPLOYMENT STANDARDS (continued)

Ability to: Demonstrate an understanding, patient and receptive attitude toward students of varied age groups; communicate effectively in oral and written form, and establish and maintain effective communications and a personal relationship with student, guardians and staff; project a mature, constructive, stable attitude in a learning environment; understand and apply the basic concepts of child growth and development and possess a genuine like for students; operate all necessary equipment to assist the student in daily educational and personal needs; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and education environment; establish and maintain an effective working relationship with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education: Equivalent to the completion of the twelfth grade, supplemented by training or course work in child growth and development, special education, instructional technology, or closely related field.

Experience: One year of experience working with students of various age levels requiring a specialized learning environment. Experience in working with orthopedically handicapped students is desirable.

REQUIRED LICENSES AND/OR CERTIFICATES

A CPR (cardiopulmonary resuscitation) and first aid certificate or Red Cross Community First Aid and Safety certificate. If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license and qualify for insurability with the District's insurance carrier.

EMPLOYMENT STATUS

Bargaining Unit Position