

Instructional Aide II

Purpose Statement

The job of Instructional Aide II is done for the purpose/s of providing a variety of complex support processes to the instructional program within and outside of assigned classroom with specific responsibility for assisting and designing the daily care of students with significant learning challenges; observing and documenting student academic and emotional progress in various school settings; implementing plans for instruction; making recommendations for improved care and instruction; and providing multiple and diverse special health care needs for assigned students.

This job reports to Principal and/or Program Specialist

Essential Functions

- Administers immediate first aid and medical assistance as instructed by a health care professional and classroom teacher (e.g. some responsibilities may require assisting with self-care plans such as assisting with toileting, diapering, tube feeding, colostomy bags, personal hygiene, dressing, medication and other daily living activities, etc.) for the purpose of meeting immediate health care needs and/or developing children's daily living activities and behavioral skills.
- Assists in providing physical care for students with severe physical disabilities (e.g. may require lifting and exposure to unavoidable hazards, securing students' wheelchairs, seat-belts or other safety restraints, etc.) for the purpose of providing self-care to students who are medically fragile.
- Assists (with direction of the supervising teacher, classroom teachers and/or special education team, with adapting, modifying and implementing activities, assignments and/or materials (e.g. instructional and developmental activities, content-area instruction for small groups or with individual students, support to all students in academic and non-academic classes, administering tests and assessments, etc.) for the purpose of supporting, implementing, and reinforcing student learning.
- Attends meetings and in-service presentations, when possible (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and conveying information relative to job functions.
- Communicates with supervising instructional and professional support personnel (e.g. teachers, counselors, IEP review, etc.) for the purpose of assisting in academic progress evaluation, and implementing IEP objectives.
- Implements, under direction, a variety of processes (e.g. student behavior intervention plan (BIP) or learning contracts, reinforcement systems, etc., across all settings to manage inappropriate student behaviors, including aggression and self-injury using proactive and responsive strategies, etc.) for the purpose of managing and improving appropriate behavior of students, including crisis intervention.
- Maintains, files and records, as assigned (e.g. instructional materials and manual and electronic files/records, etc.) for the purpose of ensuring availability of items; providing accurate written reference; and meeting mandated requirements.
- Monitors students during assigned periods within a variety of school environments (e.g. lunch, bus stops, playground, classroom, field trips, public transportation, assemblies, kitchen, etc.) for the purpose of maintaining a safe and positive learning environment.
- Operates equipment (e.g. uses assistive technology/parallel curriculum, to support student learning and communication, etc.) for the purpose of implementing the delivery of instructional programs.
- Reviews student learning (e.g. classroom lessons and learning experiences with students requiring individual attention, etc.) for the purpose of assisting teachers in planning and conducting classroom activities.

- Supports the implementation of Individual Education Plans (IEP) and/or 504 Plans for the purpose of assisting teachers in planning for and conducting learning activities for students with special needs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the classroom/school.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; certified skills for special populations; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; problem solving; crisis intervention; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
SI