

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ADULT WITH DISABILITIES INSTRUCTIONAL AIDE

Grant Funded Position

QUALIFICATIONS:

- (1) High School Diploma or equivalent, AA preferred
- (2) Experience working with persons with disabilities preferred
- (3) Be aware of Agency for Persons with Disabilities (APD) Medicaid waiver and Adults with Disabilities (AWD) grant requirements
- (4) Obtain APD General FDLE/FBI Clearance ("Eligible" status) through the Department of Children and Families/Agency for Persons with Disabilities Background Screening Clearinghouse
- (5) Valid Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to follow and implement Adult Individual Education Plan. Positive interpersonal skills. Knowledge of first aid and CPR. Stipend available for CDL license.

REPORTS TO:

AWD Program Manager

JOB GOAL

To assist program staff in delivering programs to meet educational and vocational training needs for clients.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist personnel in planning and providing educational activities to adult with disability clients.
- *(2) Supervise student activities directly to ensure the well-being and safety of the clients.
- *(3) Write daily, monthly, and quarterly summaries according to the Medicaid billing handbook and AWD Grant and maintain records.
- *(4) Observe all State, city and local laws and regulations.
- *(5) Monitor students eating during breaks and lunch.
- *(6) Perform Pre and Post trip inspections and cleaning of vehicles.
- *(7) Operate the vans for student field trips and assist students with disabilities on and off the bus.

- * (8) Keep work areas neat and organized and take responsibility for the upkeep of equipment and materials.
- * (9) Supervise and assist in clean-up activities.
- * (10) Establish a warm, friendly and professional relationship with clients.
- * (11) Attend mandatory in-service training programs.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light to Heavy Work: Exerting between 20 and 100 pounds of force occasionally as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

JOB DESCRIPTION SUPPLEMENT CODE 4

SALARY LANE: Support PGZ

07/25/2023