



# Romoland School District

## Job Description

### INSTRUCTIONAL AIDE II

#### Summary

To assist teacher, specialist or therapist in providing academic, therapeutic, medical and social instruction and assistance to individuals or small groups of severe and physically handicapped students, including the blind, deaf and orthopedically impaired. Working with students identified as Autism Spectrum (ASD), Intellectual Disability (ID) and/or multi-handicapped as noted in each student's individualized education plan (IEP).

#### EXAMPLES OF DUTIES

May perform any combination of the essential functions as listed:

- Use a collaborative approach to confer with teachers, parents and/or appropriate personnel regarding strategies for implementing students' IEP goals/objectives, positive behavioral support plans, and/or evaluation of student progress.
- Assist teacher by tutoring individuals and groups in academic subjects, adapting classroom work and implementing behavioral strategies to meet the need of individual students.
- Provide a safe learning environment through continuous supervision of assigned students in the classroom, cafeteria, school grounds, at/from/to bus loading zones and community outings.
- Support students in the regular education classroom and during physical education activities.
- Employ appropriate nonviolent crisis prevention strategies, including physical redirection and/or restraint of students.
- Collaborate with classroom teachers and supporting student behavioral objectives through the monitoring of student behavior, collection of data, and reporting of student progress.
- Operate office equipment and technology, including, but not limited to, computer/laptop/tablet and assigned software.
- Assist students as directed and trained with personal health care needs such as picking up meals, eating, hand and face washing, brushing teeth, toileting, diapering, cleaning up of bodily fluids, changing soiled clothes, female needs assistance, use of a lift, moving from wheelchair to other setting and G Tube feeding.
- Lift, transfer and reposition students, especially non-ambulatory students, as related to tables or adapted toilets; loading and unloading from buses; placing students in standers, wheelchairs and other apparatus; positioning in braces, adapted PE equipment and other equipment.

- Maintain current knowledge of applicable laws, codes, regulations, policies and procedures related to assigned activities.
- Prepare and maintain inventories of materials and equipment used in teaching.
- Assist in setting up and closing of the classroom.
- Organize and clean the classroom environment which includes the use of janitorial supplies.
- Assists teacher in classroom management.
- Respects confidential nature of pupil records and school reports.
  - Attend district required in-service training sessions.

**Qualifications/Knowledge of:**

- Understand basic concepts of child growth and development in relation to children with moderate to severe disabilities.
- Academic, behavioral, cognitive, communication, health/physical, and social-emotional characteristics of students with special needs and/or early childhood students.
- Manages group activities and behavior of students according to established procedures; reports progress regarding student performance and behavior; escorts students to various locations on school campus; provides patient and sensitive care and assistance to emotionally and physically fragile students.
- Monitors and assists students in using adaptive devices such as electric wheelchairs, hearing aids, speech synthesizers, cassette players, VCR's, and various recreational equipment.
- Uses English clearly and distinctly in both written and verbal form, correct grammar, punctuation and spelling.
- Basic concepts of core and functional life skills curriculum and the use of supporting instructional materials for subjects such as language arts, mathematics, social science, and science.
- Performs a variety of clerical tasks, including typing, making copies, collating, gathering resource information/materials, filing, answering phones, taking and relaying messages, word processing and other clerical functions as assigned.
- Universal precautions applicable to handling bodily fluids and other hazardous material.
- Establish and maintain effective working relationship with those contracted in the course of work.
- Project a mature, constructive, stable attitude in a learning environment.
- Make independent decisions, set priorities, and demonstrate problem-solving skills while directing and instructing children.
- Respond appropriately to evaluation and changes in the work setting while managing multiple tasks with frequent interruptions.
- Learn pertinent procedures and functions quickly and apply them without close and immediate supervision.
- Handle emergencies in calm and effective manner.

**Experience:** Two years paid or volunteer experience working with elementary age children in an education setting.

**Education:** Must have completed 48 semester units at an institution of higher learning, or possess an A.A. or higher degree, or pass a District proficiency test with a score of 75% or higher. Candidate should be English proficient.

**Physical Demands and Working Conditions:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. E
- Vision which allows accurate observation from a distance. E
- Able to hear normal range verbal conversation (approximately 60 decibels). E
- Able to sit, stand, stoop, kneel, bend, walk and run. Ability to move around and sit on the floor to assist students. E
- Able to sit for sustained periods of time. E
- Able to climb slopes, stairs, steps ramps and ladders. E
- Able to lift up to 35 lbs frequently, and 50 pounds occasionally. E.
- Able to carry up to 35 lbs frequently, and 50 pounds occasionally. E
- Able to push, pull and drag objects weighing up to 50 lbs. E
- Able to sustain strenuous manual labor for 1.5 hours. E
- Able to perform an assisted lift up to 100 lbs. E
- Able to exhibit full range of motion for shoulder rotation. E.
- Able to exhibit full range of motion for shoulder abduction and adduction. E
- Able to exhibit full range of motion for elbow flexion and extension. E
- Able to exhibit full range of motion for shoulder extension and flexion. E
- Able to exhibit full range of motion for back lateral flexion. E
- Able to exhibit full range of motion for knee flexion. E
- Able to demonstrate manual dexterity necessary to operate classroom equipment in a safe and efficient manner. E

While the candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an "E".

**HAZARDS:**

- Hair Pulling
- Spitting
- Throwing of objects
- Hitting
- Wearing of Kevlar Sleeves to prevent kicking, biting, and scratching

**EMPLOYMENT STATUS:**

- Classified Bargaining Unit Position
- Schedule 220, Row 13



