



## Instructional Aide II

### Purpose Statement

The role of Instructional Aide II involves providing a variety of complex support processes to the instructional program within and outside the assigned classroom. The primary responsibilities include assisting and designing the daily care of students with significant learning challenges, observing and documenting student academic and emotional progress, implementing instructional plans, making recommendations for improved care and instruction, and addressing the special health care needs of assigned students.

### Supervisory Relationship

Reports to: Principal and/or Program Specialist

### Essential Functions

- **Administer First Aid and Medical Assistance:** Provide immediate first aid and medical assistance as directed by healthcare professionals and classroom teachers. This may include assisting with self-care plans such as toileting, diapering, tube feeding, colostomy bags, personal hygiene, dressing, medication, and other daily living activities to meet students' immediate health care needs and develop their daily living and behavioral skills.
- **Provide Physical Care:** Assist students with severe physical disabilities, including lifting and securing students' wheelchairs, seat-belts, or other safety restraints, to ensure self-care for medically fragile students.
- **Support Instructional Activities:** Collaborate with supervising teachers, classroom teachers, and special education teams to adapt, modify, and implement activities, assignments, and materials. This includes supporting instructional and developmental activities, content-area instruction for small groups or individual students and administering tests and assessments.
- **Attend Training and Meetings:** Participate in meetings and in-service presentations such as first aid, CPR, and emergency procedures to acquire and convey job-related information.
- **Communicate with Staff:** Work with supervising instructional and professional support personnel to assist in evaluating academic progress and implementing IEP objectives.
- **Implement Behavior Management Plans:** Under direction, implement student behavior intervention plans (BIP), learning contracts, reinforcement systems, and other strategies to manage and improve student behavior, including crisis intervention.
- **Maintain Records:** Organize and maintain files and records, including instructional materials and both manual and electronic files, ensuring availability of items and compliance with mandated requirements.
- **Monitor Student Activities:** Supervise students during various school activities, including lunch, bus stops, playground, classroom, field trips, public transportation, assemblies, and kitchen to maintain a safe and positive learning environment.
- **Operate Instructional Equipment:** Use assistive technology and other tools to support student learning and communication, ensuring the effective delivery of instructional programs.
- **Review Student Learning:** Assist teachers by reviewing classroom lessons and learning experiences with students requiring individual attention.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance
- **Perform Other Duties:** Undertake additional tasks as assigned to support classroom and school operations.

## **Job Requirements: Minimum Qualifications**

### **Skills**

- Perform multiple tasks, including updating skills to meet changing job conditions.
- Adhere to safety practices, operate standard office equipment, use pertinent software applications, and maintain accurate records.

### **Knowledge**

- Basic math skills, including calculations using fractions, percents, and ratios.
- Ability to read manuals, write documents, present information, and solve practical problems.
- Understanding instructional procedures and practices, age-appropriate student activities, safety practices, conflict resolution, and stages of child development/behavior.

### **Abilities**

- Schedule activities, gather and classify data, and consider various factors when using equipment.
- Work flexibly with others, manage data using defined processes, and operate equipment using standardized methods.
- Adapt to changing work priorities, communicate with diverse groups, maintain confidentiality, solve problems, and handle crisis situations.
- Work effectively as part of a team and manage constant interruptions.

### **Responsibility**

Work under direct supervision using standardized routines. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units as needed. Have a continual impact on the organization's services.

### **Work Environment**

Perform job functions that require significant lifting, carrying, pushing, and pulling, some climbing and balancing, and significant stooping, kneeling, crouching, crawling, and fine finger dexterity. The job generally involves 30% sitting, 35% walking, and 35% standing. Work in conditions with exposure to risk of injury or illness.

### **Experience**

Job-related experience is required

### **Education**

High school diploma or equivalent

### **Certification**

Additional certification/education may be required for specific aide positions at certain locations

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non-Exempt

### **Salary Grade**

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