HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

INSTRUCTIONAL AIDE (Severely Handicapped)

JOB SUMMARY

Positions allocated to this class are distinguished from other Instructional Aides by being assigned to assist teacher, specialist or therapist in providing academic, therapeutic, medical and social instruction and assistance to individuals or small groups of severely and physically handicapped students, including seriously emotionally disturbed, multi-handicapped, the blind, deaf, and orthopedically impaired. This position performs special duties relative to the needs of each special education student in addition to performing the regular duties typical of the Instructional Aide (Classroom). This position serves as an Instructional Aide to teachers, the full responsibility for appropriate instruction; training, curriculum materials and evaluation procedures remain with the teacher.

ESSENTIAL FUNCTIONS

- Follow teacher's lesson plans and assist in preparation of plans or develop own plans based on teacher's direction and explanation of students' physical and/or educational needs;
- Work with and provide care for the physical needs of students in a program for aurally handicapped;
- Perform specialized instructional assistance in: adaptive physical education and implementing APE instruction;
- Care for wheelchair bound students, assistance with mobility.
- Assist in identifying students needing remedial instruction in movement skills and providing activities for improvement of skills in body image, spatial awareness balance, locomotion, strength and agility;
- Assist students with personal hygiene and in developing self-help grooming skills as appropriate as eating, washing, oral care, and toileting;
- Assist in changing diapers as needed;
- Assist students with medication according to establish guidelines and procedures;
- Assist in the evaluation of the instruction and the students' progress and problems;
- Assist teacher in preparing a variety of learning materials;
- Assist teacher with carrying out and assessing individual educational plans for students;
- Perform routine clerical tasks related to classroom record keeping and instructional material preparation;
- Operate or learn to operate a variety of audiovisual equipment, office equipment, electronic teaching machines, assistive technology, and computer terminals;
- File and record test scores, grades and other data in student files;
- Assist in administering, proctoring and scoring tests and charting student progress;
- Accompany students on field trips;
- May attend in-service training sessions, back-to-school nights and other school activities;
- Respect confidential nature of pupil records and school reports;
- Assist teacher in maintaining discipline and maintain classroom, playground or other areas.

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- Basic techniques and methods for effective instruction with students;
- Special characteristics related to the instruction of physically handicapped or students with exceptional needs;
- Typing, filing and other general clerical skills;
- Principles and techniques of discipline and behavior modification;
- Proper use and positioning of specialized equipment and apparatus.

ABILITY TO

- Follow safety procedures and understand and carry out written & verbal instructions;
- Work effectively with staff, students & public;
- Provide patient, sensitive, gentle and tactful assistance to students and parents;
- Learn and provide for the special needs, problems, and requirements of severely and physically handicapped students;
- Organize tasks, set priorities;
- Maintain work pace;
- Perform repetitive & varied tasks;

EMPLOYMENT STANDARDS – (Continued)

ABILITY TO (continued)

- Work autonomously;
- Make independent decisions;
- Demonstrate problem-solving skills;
- Direct & instruct children;
- Respond appropriately to evaluation & changes in the work setting;
- Manage multiple tasks;
- Project a mature, constructive, stable and positive attitude in learning environment;
- Learn pertinent procedures and functions quickly and apply them without close and immediate supervision;
- Understand the basic concepts of child growth and development and possess a genuine liking of students;
- Keep records and perform routine clerical duties;
- Establish and maintain an effective working relationship with those contacted in the course of work.
- Meet the requirements for the No Child Left Behind Act with possession of an AA degree or higher or pass the District No Child Left Behind assessment test.

EDUCATION

- High School diploma or general degree (GED), and possession of the knowledge and abilities listed above.

LICENSES AND CERTIFICATES

- Possession of a current First Aid and current Cardiopulmonary Resuscitation (CPR) Certificate

EXPERIENCE

- One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment;

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential functions of the position.

Physical Demands

Sit, look down, turn neck (frequently); carry, push, pull, and lift 25 to 50 pounds of force (frequently); walk, stand, bend, stoop, reach, twist (occasionally); Squat, kneel, push, pull, climb stairs (infrequently); Grasp/ manipulate materials, equipment, and supplies (frequently); use seeing, hearing & speaking (continuously).

Working Conditions

Working conditions include: Indoor classrooms, outdoor school yard & grounds. Exposure to student & playground noise (moderate); seasonal temperatures, dust and wind.

Reasonable accommodation may be made to enable a person with disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

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