

**Essential Job Functions:**

- ▶ Assists teachers to prepare and present instructional materials, develop and maintain community services, provide safety in the classroom, and implement the IEP.
- ▶ Assists students to shape appropriate social behavior, provide physical development and "self care," and positions/locates students to avoid abusive behavior.
- ▶ Teaches students individually and in small groups to reinforce instructional materials, improve "self care", and to learn new skills and abilities.
- ▶ Monitors student activities, student behavior, and changes in student behavior providing feedback to parents/teachers, and maintains a safe and positive learning environment.
- ▶ Maintains records and files to document required and pertinent information.
- ▶ Administers first aid and medical assistance to provide appropriate care for the ill, medically fragile, and/or injured students.
- ▶ Participates in daily activities, parent conferences, training sessions, special activities to assist in the implementation and evaluation of student IEP objectives.
- ▶ Operates a variety of equipment (office, audio/visual) and the school van to support the teacher in reinforcing classroom objectives.
- ▶ Disposes of waste contaminated materials, food and toys to maintain the hygiene and health of students and staff.
- ▶ Assumes classroom responsibility by assisting substitute teachers in controlling the students.
- ▶ Performs other duties as assigned to facilitate the smooth operation of the classroom and/or program.

**Other Job Functions:**

- ▶ Performs other duties as assigned i.e., laundry, general purchasing and running errands

**Essential Job Requirements - Qualifications:**

**Experience Required:**

- ▶ Prior job-related experiences, paid or voluntary, with school-age children.
- ▶ Experience working with developmentally delayed or physically handicapped children preferred.

**Skills, Knowledge and/or Abilities:**

- ▶ Skills to:
  - read notes, memos, and student reports of a moderately complex nature
  - effectively interact with students, public, teachers and staff
  - organizationally determine steps in a process and structure time effectively
  - operate office, communication, audio visual, therapeutic, domestic, lifting, and handicapped equipment
  - assist in the maintenance of student files and retrieval of pertinent information
  - deal with disruptive or abusive behavior
  - implement proper feeding techniques (i.e. head and jaw control, midline positioning, etc.)
  - recognize and follow procedures when seizures occur
- ▶ Knowledge of:
  - proper English grammar, punctuation and sentence structure
  - behavior management
  - safe methods of diapering, seizure care, feeding procedures and lifting
  - first aid skills
- ▶ Ability to:
  - understand and address students with special needs
  - understand and carry out oral and written instructions
  - maintain confidentiality of student records
  - meet schedules and deadlines
  - read/interpret/apply rules, regulations, policies
  - rapidly learn methods and materials used in a variety of instructional situations.
  - manually lift safely and effectively
  - change and dispose of diapers and soiled garments properly

**Education Required:**

- ▶ High school diploma or equivalent.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Valid California driver's license and proof of automobile insurance, high school proficiency verification.
- ▶ Department of Justice and FBI Fingerprint Response.

**Other special requirements/qualifications:**

- ▶ First Aid and Cardiopulmonary Resuscitation Certificates may be required.
- ▶ Ability to pass a general physical examination.
- ▶ Copy of high school diploma or equivalent; **AND**
  - ▶ Proof of passage of the High School Proficiency Test as required by California state law (copy of passage of CBEST test or the Instructional Aide Assessment Test may be used to satisfy this requirement); **AND**
    - ▶ **ONE** of the following:
      - ▶ Copy of degree or transcripts demonstrating completion of AA degree, Bachelors degree, or Masters degree
      - ▶ Transcripts demonstrating completion of 48 units at an accredited college or university

If an applicant has not earned at least 48 units at a college or university, or does not possess an AA degree or higher, the applicant must pass an Instructional Aide Assessment that demonstrates knowledge of and the ability to assist in instructing reading, writing, and mathematics.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.