

HUMBOLDT COUNTY OFFICE OF EDUCATION  
Instructional Aide/Special Education



Garry T. Eagles, Ph.D.  
Superintendent

Job Summary

Under general supervision of the classroom teacher, to instruct students individually or in groups with prescribed learning objectives and to perform related tasks as required.

Examples of Duties

Works with students individually or in small groups to tutor, reinforce or follow up on learning activities; assists by guiding students and/or providing a model in a variety of areas; assists in physical development and fitness, communication, personal hygiene (i.e. feeding, grooming, toileting), academic learning and vocational skills; uses established guidelines as a pattern to individualize instruction to needs of each learner; supervises classroom, outdoor playground, community mobility and field trip activities; provides instruction in dance, games and music; assists with classroom preparation and clean up; provides for protection and safety to all students assigned; may operate mechanical equipment such as orthopedic braces and supports or teaching devices.

Employment Standards

Education and Experience

Graduation from high school or comparable demonstration of basic competence and one year of paid or voluntary experience working with children. Two years of college training related to psychology, child development or education may be substituted for one year of experience working with children. Training or experience working with special needs children is desirable. A passing score on the Instructional Aide Proficiency Test.

Knowledge of:

- Learning patterns and behavior;
- Basic concepts of child development and behavior characteristics;
- Personal hygiene and mental health practices;
- Reading and writing in English, including grammar and composition;
- Number concepts;
- Classroom computer and other technical equipment.

Ability to:

- Communicate with children and motivate them to participate in learning activities;
- Learn to teach in special subject matter areas or to teach children who have special learning needs;
- Maintain emotional control under difficult situations;
- Learn and adapt to new procedures and conditions;
- Apply knowledge and practices with judgment;
- Maintain a continuing relationship with the same students and staff over a prolonged period;
- Recognize hazards to safety;
- Learn laws, rules, practices and procedures related to public education for children and related to the program to which assigned;
- Apply knowledge and practices with judgment;
- Perform routine clerical work;
- Speak distinctly in English or communicate in sign language;
- Supervise children in the classroom and out of doors;
- Read and comprehend fine print, such as texts, catalogs, etc.;
- Communicate effectively via telephone, computer modem and in person;
- Lift/move objects weighing up to 50 pounds.

Personnel Commission Approved

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