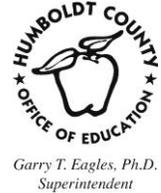


HUMBOLDT COUNTY OFFICE OF EDUCATION
Instructional Aide



Job Summary

Under general supervision, in a classroom or special learning center, to instruct students individually or in groups in accordance with prescribed learning objective; to act as an assistant to a teacher in performing assigned tasks which will make learning more effective; and to do related work as required.

Examples of Duties

Works with the students individually or in small groups to tutor, reinforce or follow up on learning activities; assists by guiding students or by providing an example in a variety of areas, physical development and fitness, communication, personal hygiene, academic learning, vocational skills and is often assigned to do more indepth instruction in one of these; helps students to learn how to sequence tasks; in accordance with established guidelines, uses teacher's methods as a pattern to individualize instruction by matching instruction to needs of each learner; supervises classroom outdoor playground and field trip activities to direct children into safe activities and relationships; helps children relate to individuals and groups who are not handicapped; assists children to be self-reliant; types materials and prepares masters; operates duplicating machines; measures, cuts and counts supplies for projects; leads songs; gives instruction in how to dance, play games and participate in sports; administers first aid; performs incidental housekeeping tasks such as arranging objects, putting things away, cleaning tables, chairs and work areas; may instruct in a wide variety of activities such as gardening, physical education, swimming, bowling, and nature study; helps children learn normal oral speech patterns by helping them produce sounds, words, and sentences; helps children learn to be aware of their personal appearance and how to take care of personal needs; may operate mechanical equipment such as orthopedic braces and supports or teaching devices; many assignments involve constant attention to protecting physical safety in a classroom whose members, because of the severity of their handicaps, are accident prone or could cause serious injury to themselves or others. When directed by the supervisor, may give medication to doctor's prescription.

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:

- Practical learning patterns and behavior;
- Elementary concepts of child development and of behavior characteristics;
- Personal hygiene and mental health practices;
- Reading and writing in English;
- Number concepts.

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 by watching teachers or specialists;
- 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;
- Perform routine clerical work;
- Speak distinctly in English or communicate in sign language;
- Supervise children in the classroom and out of doors;
- Follow oral and written directions;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- 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.

Range 30
Personnel Commission Approved
Revised 03/14/95