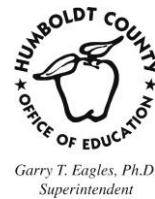


HUMBOLDT COUNTY OFFICE OF EDUCATION
Special Circumstance Instructional Aide (SCIA)



Job Summary

Under general supervision of the classroom teacher, to assist in providing specialized instructional services to individual students or small groups with exceptional needs; monitor and report student progress regarding behavior, performance and instructional interventions.

Examples of Duties

Has primary responsibility to provide support services and instructional tutoring to assigned student; may work with students 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 learner; assists in the general supervision of the classroom, outdoor playground, community mobility and field trip activities; may provide 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 mechanical supports or other 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

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;
- Classroom computer and other technical equipment.

Ability to:

- Communicate with assigned child and motivate him/her 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 knowledges 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 one or more 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;

DESCRIPTION OF PHYSICAL REQUIREMENTS:

- Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
- Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
- Position requires moderate physical effort while performing continuous moderate lifting.
- Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds

Personnel Commission Approved: 11/09/2010

Range 30