

SANTA CRUZ COUNTY OFFICE OF EDUCATION

INSTRUCTIONAL AIDE, ALTERNATIVE EDUCATION

DEFINITION

Under general direction of the assigned administrator, assist certificated teachers in the instruction, supervision and/or care of assigned students in the Alternative Education programs; maintain an effective learning environment, and perform a variety of instructional and clerical functions in support of assigned classroom activities and programs.

SUPERVISION EXERCISED

Exercise no supervision of other employees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide a variety of responsible instructional support activities to enhance the educational environment of students and to meet the educational objectives of the Alternative Education program.

Assist certificated teachers in supporting an individual or a small group of Alternative Education students with activities including instruction, enrichment, and other school activities.

Assist teachers in instructing individuals and small groups of students in various learning activities including core academic subjects, and enrichment activities.

Assist students in developing competencies in the five areas of Social Emotional Learning: Self-Awareness, Social Awareness, Responsible Decision-Making, Self Management, and Relationship Skills.

Encourage students to achieve academically, develop problem solving skills and grow toward independence.

Assist teachers in reviewing students' work and assessing student learning and progress; tutor individual students as assigned.

Assist in the administration, correction and scoring of standardized tests; document results.

Within the framework of established policies and procedures, assist students in classroom activities in the absence of the teacher.

Maintain specialized learning areas, including setting up, taking inventory, ordering supplies, and cleaning up.

Assist in planning, scheduling and organizing field trips.

Perform a variety of clerical tasks including paperwork for assigned programs, answering the telephone, and relaying messages.

Prepare instructional materials by cutting, pasting, designing, typing, running copies, and setting up materials and equipment as needed.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Maintain and prepare a variety of records regarding student attendance, enrollment, and withdrawal; log and report attendance and tardiness; complete tracking forms; request and prepare transcripts.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Computer and basic computer literacy.

Core academic subject matter.

English usage, spelling, vocabulary, grammar, and punctuation.

Basic clerical procedures.

Principles and procedures of record keeping.

General methods of instruction and classroom support.

Basic adolescent development theory and principles.

Basic techniques to motivate and support students.

Supporting students with special needs.

Safe work practices.

First aid and CPR practices and principles.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Learn how to support students with special needs.

Learn the procedures and functions necessary to perform assigned duties.

Learn instructional terminology, program philosophies, concepts, materials, methods, and procedures.

Learn adolescent guidance principles and practices.

Work effectively with students in a variety of situations.

Adapt curriculum to meet student needs and abilities.

Skill and Ability to (Continued):

Understand and follow specific medical instructions in regard to the care and handling of students with disabilities.

Prepare and maintain accurate and complete records.

Effectively direct the work of individual students and groups of students.

Recognize problems which may interfere with learning of students or the physical/emotional welfare of students, and implement appropriate solutions in the learning environment.

Recognize potential of students and encourage their participation in educational programs and activities.

Assist with the instructional and related activities of the assigned learning environment.

Support the assigned teacher's style of classroom management.

Read, write and understand the English language.

Perform clerical duties including keyboarding, filing and duplicating.

Work independently in the absence of supervision.

Understand and follow oral and written directions.

Maintain confidentiality of student and school information.

Read, interpret, and follow County Office rules, regulations, policies and procedures.

Work under supervision within a broad framework of standard policies and procedures.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Be courteous and maintain a neat and clean appearance, and demeanor at all times.

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Education:

Equivalent to the completion of the twelfth grade. Additional specialized training in child development, education, or a related field is desirable.

Experience:

Some experience in working with Alternative Education students is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

Possession of, or ability to obtain, CPR and first aid certificates.

Qualification Requirements

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a classroom environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, reach, and lift 25 lbs.

Exposure to volatile and assaultive behavior; exposure to outdoors; and potential exposure to bodily fluids, blood-borne pathogens, and communicable diseases.

Must meet requirements specified under Every Student Succeeds Act (ESSA). Satisfaction of special qualifications supported by Title I funds include: completion at least two years of study at an institution of higher education; conferral of an associate's or higher degree (college level); or meet a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in the instruction of reading, writing and mathematics.

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