

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **SENIOR INSTRUCTIONAL AIDE, COURT AND COMMUNITY SCHOOLS**

#### **DEFINITION**

Under general supervision, to assist certificated teachers in the development and implementation of instructional and vocational programs for the specific needs of assigned students; maintaining a suitable learning environment; preparing appropriate materials; completing records and forms related to student and classroom activities; and performing other related duties as assigned under the direction of a certified teacher. Positions in this class are distinguished from the Instructional Aide class in that they work 50% or more of work time independent from certificated staff. Program areas include working with students within Santa Cruz COE Court and Community Schools.

#### **SUPERVISION EXERCISED**

Exercise no oversight over County Office staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Teach students cognitive and academic skills related to the level of achievement as determined by a certificated professional.

Assist teachers in operating classrooms; support the assigned teacher's style of classroom management; set up facilities; prepare teaching materials as assigned; oversee and discipline students according to approved policies and procedures.

Work with teachers in reviewing students' work, assessing progress and/or giving tests.

Work with teachers in developing lesson plans and/or identifying student needs; collect, copy, sort, adapt, and dispense materials in order to implement students' goals.

Attends trainings and other staff development activities for the purpose of developing job knowledge and skills.

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. Oversee, train, and prepare students for employment at job sites in the community.

Assist students attending high school and college classes.

Assist in preparing and maintaining required paperwork for assigned program area.

Prepare and maintain accurate and complete records and logs.

Maintain confidentiality of student and school information.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Perform other duties necessary to ensure the health and safety of assigned students.

Work independently from certificated staff 50% or more of the time.

Assist client families to locate appropriate educational facilities and community support services or resources as necessary.

Makes contacts with the community and other agencies for the purpose of assisting the teacher and students.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Academic and vocational areas of learning sufficient to instruct students at a specific level of achievement.

Recreational activities involving sports, games, arts, and crafts.

Basic clerical procedures; basic mathematical principles.

Basic child development theory and principles.

Basic techniques to motivate students and manage student behavior.

Principles and procedures of record keeping.

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

Principles and methods of training and instruction.

First aid and CPR principles and practices.

Safe driving principles and practices.

Safe work practices.

**Skill and Ability to:**

Learn to operate equipment used as educational aids.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Skill and Ability to (continued):**

Learn physical requirements and emotional needs of at-promise youth.

Learn the procedures and functions necessary to perform assigned duties.

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

Learn child guidance principles and practices.

Work effectively with students in a variety of situations.

Understand and follow specific instructions in regard to the care and handling of at-promise youth.

Deal constructively with conflict.

Respond appropriately in emergency situations.

Analyze situations carefully and adopt effective courses of action.

Perform accurate mathematical computations.

Read, write, and understand the English language.

Communicate clearly and concisely, both orally and in writing.

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

Demonstrate an understanding, patient, and receptive attitude toward children.

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

Work independently in the absence of direct supervision 50% or more of the time.

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

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

**EDUCATION AND EXPERIENCE**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by college level course work in psychology and child growth and development.

**Experience:**

Two years of experience working with students.

**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 the essential functions. Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, reach, and lift 25 lbs.

Ability to interact with students in physical education classes.

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

Ability to speak, write and read a second language may be required for certain positions.

Ability to frequently travel in personal automobile to school sites and throughout the community.

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.

**Approval Date:** June, 1994

**Revised Date:** June, 2022 (Previous Title: Senior Instructional Aide)