

**Position:** Instructional Aide III**Salary Schedule:** Classified**Responsible to:** Site Principal

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**Summary:**

To assist in the instruction of students under the direction of the teacher; to relieve the teacher of routine clerical duties; independently provides instructional assistance to children eligible for special education services following well established policies, procedures, mandated regulations; all duties of a Level I & II Instructional Aide; and to do related work as required.

**Essential Duties:****Level I Duties**

- Assists with the students individually or in small groups, tutoring, supervising, reinforcing or following up on the teacher's lessons.
- Assists in testing, scoring tests, and in the evaluation of the student's progress and problems.
- May follow teacher's lesson plans, assist teacher in preparation of plans or develop own plans based on the teacher's direction and explanation of the student's needs.
- May serve as a curriculum resource assistant and order and maintain inventories of curriculum materials.
- Scores tests and charts student progress for teacher.
- Assists in developing teaching aids by suggesting new aids and activities.
- Prepares materials and equipment and operates such equipment.
- Maintains an inventory of equipment.
- Attends inservice training sessions.

**Level II Duties**

- Assigned as a Special Circumstance Aide.
- Assist the teacher with accommodating and modifying methods for students with special needs.
- Implement student behavioral policies as directed by certificated staff.
- Follow district guidelines to protect student health, safety, and well-being of students.
- Assist students in basic needs such as eating and toileting.
- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.
- Understand effective methods to deal with verbal outbursts and other forms of resisting authority.
- Accompany students to the bus and field trips.
- Clean work areas (e.g. changing pillow cover, disposing of body fluids, wiping counters) to maintain a sanitary environment.
- Individually or with the assistance of other staff members, lift and position students in and out of wheelchairs, braces and/or other orthopedic equipment.
- Assist students requiring specialized health care procedures (e.g. toileting, EPI-Pen, Glucagon) and address immediate health care needs to allow students to function in a school environment.
- Perform medical procedures for seizures.
- Lift and move students weighing up to 150 pounds with assistance.
- Lift and carry equipment weighing up to 50 pounds.

**Level III Duties**

- Perform medical procedures according to established guidelines, including catheterization, NG tube feeding, changing tracheotomy tubes and ties, machine suctioning, colostomy/ileostomy care, gastrostomy feeding, mechanical ventilation, nasal cannula, oxygen supplementation, syringe suctioning and related procedures.
- Perform other related duties as assigned.

**Ability to:**

- Understand and apply rules, regulations, procedures and policies.
- Establish and maintain effective working relationships with students, parents, teachers and administrators.
- Communicate, understand and follow both oral and written direction effectively.

**Physical Requirements:**

- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to work at a desk and in meetings of various configurations.
- Ability to work indoors and outdoors in varying conditions of weather and temperature.
- Ability to bend, twist, stoop, and reach.

**Education / Credential(s) and/or Other Licensure(s):**

- Completion of one or more of the following: 1) An AA or AS degree or 2) 48 semester college units or 3) satisfactory completion of a "No Child Left Behind" compliant assessment.
- Must be willing to be CPR certified, provided by the District.

Job Description: Instructional Aide II  
Adopted: January 14, 2013

SIERRA UNIFIED SCHOOL DISTRICT  
Tollhouse, California