



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

**April 2019**

**New Job Description**

**Personnel Commission Approval: May 14, 2019**

**Board Approval: April 15, 2019**

### Instructional Aide - 1:1 Assistant

#### Definition

Under the supervision of an assigned supervisor, provide individualized instruction and guidance to students with intensive academic, behavior, emotional, adaptive, and/or physical needs. Perform a variety of special duties relative to the assigned student in addition to performing the regular duties typical of an instructional aide. Individual duties may vary based on the student's needs and the particular assignment.

#### Essential Duties and Responsibilities

- Support instructional activities of student with intensive special needs as assigned;
- Assist student throughout the school day including during transportation as assigned;
- Assist student upon arrival and departure at school and throughout the day;
- Monitor, observe, and report data relative to student schedule, behavior, or health care;
- Communicate with teachers and assigned staff regarding student progress, behavior, and needs;
- Assist student by providing appropriate modeling, emotional support, positive attitude, and general guidance;
- Assist teacher in the supervision of assigned student in instructional, social, and physical activities;
- Assist in implementing daily schedules, breaks, incentives, and preventative health and behavior plans for student as needed;
- Provide or assist in specialized health care services when identified as a requirement in the individualized education program;
- Assist student in developing independence and self-sufficiency;
- Perform and assist team with Emergency Behavior Interventions when needed;
- Attend a variety of meetings, workshops, and trainings as requested.

#### Required Qualifications

- Current CPR and First Aid certification prior to starting the assignment and maintain current at all times;
- The equivalent of graduation from high school and either completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education or attainment of an Associate of Arts degree or higher.

#### Preferred Qualifications

- Completion of coursework at an accredited institution of higher education in child development, education, and/or psychology;
- Experience working with students with disabilities;
- Bilingual in any language including American Sign Language is highly desirable.

#### Knowledge of

- Personal needs and behavior characteristics of children with disabilities;
- Instructional accommodations and modifications for students with disabilities.

#### Ability to

- Use tact, discretion, courtesy, and patience in dealing with sensitive and difficult students and situations;
- Assist in the physical transfer of student as needed;
- Work effectively with student and demonstrate a genuine liking for him/her;
- Project a warm and friendly manner and disposition;
- Implement District approved behavior management techniques used with individuals with special needs;
- Implement training techniques and chart behavior as directed by teacher or specialist;
- Organize, set priorities, and exercise sound judgement within areas of responsibilities;
- Organize and maintain confidential student records and files;
- Understand and follow oral and written directions;
- Operate a computer and standard office equipment;
- Establish and maintain effective working relationships with district staff, teachers, parents, students, and others encountered in the course of work;
- Learn school policies, methods, and practices generally used with students in a classroom setting.

This position will be paid on the appropriate step of the Classified salary schedule  
Range 135  
School Year