

STANDARD SCHOOL DISTRICT

Job Description

Job Title: **Special Circumstances Instructional Aide (SCIA)**

JOB SUMMARY

Under direction and supervision of certificated staff, provide one-on-one assistance and learning experiences for individual students or small groups of students with identified intensive or specialized needs in any of the following areas: personal/health care, instruction, behavior, and/or general education inclusion in adherence to the student's Individual Education Plan (IEP), Section 504 Plan, or Site-Based Plan. Position may be assigned to preschool, elementary, or middle school.

REQUIRED QUALIFICATIONS

- Two years of study at an institution of higher education, or an Associate's or higher degree, or pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics (or reading, writing, and mathematics readiness).
- CPR Training.

Ability to:

- Assist with instruction and related activities for students with identified physical, health, social-emotional/behavioral, and/or academic needs.
- Reinforce instruction to individual or small groups of identified students with special needs, as directed by the teacher or supervisor and in accordance with students' IEP, Section 504 Plan, or Site-Based Plan.
- Assist with preparation, monitoring, and care of instructional materials.
- Provide appropriate type and level of prompts to effectively assist students while fostering student's functional independence.
- Assist with supervision of students in multiple settings including field trips.
- Assist children with development of adequate adaptive behavior skills, to include toileting when necessary, and assisting with other adaptive behavior needs.
- When trained and supervised by a licensed healthcare professional, perform specialized health care duties for children with unique health care needs.
- Assist in implementation of positive behavioral intervention and supports and behavior intervention plans.
- Assist in data collection for academic and/or behavioral assessment and progress monitoring. Maintain accurate records and prepare reports in a timely manner.
- Assist with attendance and enrollment procedures, record keeping, filing, and related instructional support duties.
- Operate multi-media equipment and duplicating machine.
- Assist students with computer programs that students use related to the instructional program.
- Communicate effectively (verbal and written language).
- Work independently with students, as well as collaboratively with a team of adults.
- Initiate and complete assigned tasks in a timely and thorough manner.
- Demonstrate patience, understanding, and warmth for students with special needs.
- Work with confidentiality and with discretion.
- Observe and follow health and safety regulations.
- Administer first aid, CPR as needed.

- Follow procedures, functions, and limitations of assigned duties.
- Maintain regular and reliable attendance.

Experience:

Background to include activities that involve students and an interest in working with school-age children.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assist students with developing academic, social, independent living, and communicative skills, as directed by certificated staff.
2. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- | | | | |
|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51.75% |
| 2. Occasional | = 25-50% | 4. Very Frequent | = 76% and above |

4 a. Ability to work at a desk, conference table or in meetings of various configurations.

4 b. Ability to stand and circulate for extended periods of time.

4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.

4 d. Ability to hear and understand speech at normal levels.

4 e. Ability to communicate so others will be able to clearly understand normal conversation.

3 f. Ability to bend and twist, kneel and stoop, run and crawl.

2 g. Ability to reach in all directions.

2 h. Ability to lift 40 lbs.

2 i. Ability to carry 20 lbs.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other duties as assigned related to the Special Circumstances Instructional Aide position.

Employee: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

(Revised: 10/18)