

**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.

**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/training objectives of the Alternative Education program.

Assist certificated teachers in supervising an individual or a small group of emotional or behavioral students with activities including instruction, recreation, sports, arts and crafts, and social integration.

Assist teachers in instructing individuals and small groups of students in various learning situations including basic academic subjects, athletics, and arts and crafts.

Assist students in learning appropriate living and social skills, and acceptable behavior.

Assist in counseling students regarding their work, coping with problems, encouraging independence.

Enforce school and classroom rules and standards; observe students' behavior carefully to ensure personal and group safety.

Assist teachers in reviewing students' work, giving tests, and assessing progress; tutor individual students as assigned.

Assist in the administrations, 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.

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

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

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

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Basic subjects taught in schools.

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

Basic clerical procedures.

Principles and procedures of record keeping.

General methods of training and instruction.

Basic adolescent development theory and principles.

Basic techniques to motivate students and manage student behavior.

Problems and concerns of students with special needs.

Safe work practices.

First aid and CPR practices and principles.

**Skill and Ability to:**

Learn to operate equipment used as educational aids.

Operate modern office equipment including computer equipment.

Learn physical and emotional requirements of adolescents 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.

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

Work effectively with students in a variety of situations.

Adapt curriculum to meet student needs and abilities.

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

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.

Supervise and discipline students according to approved policies and procedures.

Read, write and understand the English language.

Perform clerical duties including 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.

**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 high-risk students is desirable.

**License or Certificate:**

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

**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.

**Approval Date:** June, 1994

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