

Duty Statement

Instructional Aide

1. Implement teachers' plans by assisting regular or handicapped students individually, in small groups, or in a lab setting, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and related activities. (Code 1)
2. Confers with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the IEP. (Code 1)
3. Assists in the administration of various assessments. (Code 1)
4. Make available to students and their families information about services and programs, including Medi-Cal and may provide help accessing these services. (Code 4)
5. Distribute flyers or outreach regarding Medi-Cal/Healthy Families information. (Code 4)
6. Provide instruction and assistance to regular and handicapped students in social, gross motor, fine motor, and self-help skills; assist student in the community to cross streets, purchase supplies and meals and utilize good manners. (Code 1)
7. Maintain inventory of educational supplies. Maintain schedules to coordinate use of district facilities, equipment and vehicles. (Code 1)
8. Observe and control behavior and interaction of students according to approved procedures; report progress regarding student performance and behavior. (Code 1, 7, 8)
9. Assist students on and off bus; push wheelchairs and lift students as needed. (Code 1)
10. Operate various exercise, therapeutic, instructional and office equipment. (Code 1, 2)
11. Attend meetings on MAA Program. Complete time survey quarterly. (Code 15)
12. Prepare lessons and instructional materials for individual students as directed by teacher; maintain daily records of achievement for students. (Code 1)
13. Coordinate and schedule ongoing appointments for Medi-Cal covered services as required by IEP. (Code 8)
14. Assists in the supervision and coordination of medically fragile or medically involved students under the direction of the teacher and/or school nurse. (Code 1, 7, 8)
15. Maintains daily accurate records of all activities completed for or by a student. (Code 1)
16. Consults routinely with teachers and Medi-Cal providers regarding students. (Code 7, 8)
17. Assist with filling out and/or gathering information for Medi-Cal application. (Code 6)
18. Schedule or arrange transportation to Medi-Cal covered services. (Code 10)

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19. Arrange for or provide translation services (oral, written, or signing) that assist the individual in accessing or understanding Medi-Cal covered services. (Code 12)
20. Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. (Code 1)
21. Provide emotional and physical support to students; assist with feeding children and toileting activities including toilet training. (Code 1)
22. Prepare students for and assist students in main-streamed classes according to established procedures. (Code 1)
23. Oversee student activities; lead and monitor playground activities and movement education as assigned. (Code 1)
24. Participate in meetings and in-service training programs as assigned. (Code 1, 4)
25. Perform other duties as assigned. (Code 1)
26. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)
27. Completing personal mileage and expense claims. (Code 16)
28. Reviewing school policies, procedures, or rules. (Code 16)
29. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
30. Paid time off including paid lunches, breaks, jury duty, sick, bereavement or vacation leave. (Code 16)