

**TITLE: DESIGNATED INSTRUCTIONAL SERVICES (D.I.S.) AIDE I**

(Special Education pool)

**QUALIFICATIONS**

Knowledge of

1. Assertive and assaultive behavior protection and basic self-defense methods.
2. Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
3. Child guidance principles and practices, especially as they relate to school-age children with multiple and severe emotional, physical, and special learning challenges.
4. Diseases and disabilities commonly afflicting assigned special education population.
5. Basic medical knowledge and understanding of simple medical procedures.
6. District regulations, policies, and objectives applicable to assigned programs.
7. Health and safety regulations.
8. Interpersonal skills using tact, patience and courtesy.
9. Principles and techniques of discipline and behavior modification.
10. Proper use and positioning of specialized equipment and apparatus used for severely, physically, emotionally and multi-handicapped students.
11. Record-keeping techniques.
12. Safe practices in classroom and playground activities.
13. Safety rules and regulations for this position.
14. Safe practices concerning school bus transportation.
15. Operation of seat belt and restraining harness.
16. Problems and concerns of students with special needs.
17. Basic recordkeeping techniques.
18. Health and safety regulations.

Ability to

1. Assist certificated staff/specialists with instruction and related activities of the assigned learning environment.
2. Assist students in developing independence and self-help skills, including hygiene, eating, social, community, vocational and leisure/recreational skills.
3. Be a productive and active team member.
4. Communicate effectively with students, faculty, specialists, parents, and other adults.
5. Establish and maintain effective rapport with students, parents, and community members.
6. Establish and maintain effective working relationships with those contacted in the performance of required duties.
7. Handle all matters in a tactful, courteous, and confidential manner as to maintain and/or establish good public relations.
8. Learn and provide for the special needs, problems, and requirements of severely and physically handicapped students
9. Learn the procedures, functions, and limitations of assigned duties.
10. Provide specialized physical health care services (sphcs) for students, including but not limited to: diapering, catheterizations, g-tube feedings, trach suctioning, and medication administration for students when trained and supervised (direct or indirect) by the credentialed school nurse.
11. Lift, restrain, and discipline students according to approved policies and procedures.
12. Maintain confidentiality of pupil and school information.
13. Maintain patience and a positive attitude in stressful situations.

Ability to (continued):

14. Obtain and maintain a valid (American Heart Association or American Red Cross) First Aid Certificate and CPR Certificate.
15. Operate a district or personal vehicle observing legal and defensive driving practices.
16. Operate instructional and office equipment.
17. Place students in standers and apply splints, body jackets and braces as appropriate.
18. Present and maintain a pleasant appearance and demeanor.
19. Provide appropriate special education services in the regular classroom.
20. Provide patient, sensitive, gentle and tactful assistance to students and parents.
21. Read, apply, follow, and explain rules, regulations, policies and procedures.
22. Ride a school bus and assist the school bus driver in maintaining discipline while the bus is in operation assuring safety of students.
23. Maintain proper records and documentation.
24. Assist student loading, unloading, and seating arrangements as required.
25. Maintain current knowledge of emergency evacuation procedures.
26. Observe health and safety regulations, administer first aid.

Training and Experience

1. Any combination of education equivalent to the completion of the twelfth (12th) grade and one (1) year of successful experience in working with school-age children in an organized setting, including at least one year experience working with special education children suffering from severe, physical, and multiple disabilities desired.
2. A work history demonstrating dependability, reliability, and good attendance.
3. Some positions may require the possession and maintenance of a valid State of California Driver's License, have an acceptable driving record; and be insurable by the District's insurance carrier and maintain such insurability during the course of employment.

**REPORTS TO:** Assigned Administrator

**JOB GOAL:** Under the direction of an assigned supervisor, to assist a teacher, specialist or therapist in providing academic, therapeutic, medical and social instruction and assistance to individuals or small groups of severely and physically handicapped students, including seriously emotionally disturbed, multi-handicapped, medically fragile, the blind, deaf, and orthopedically impaired; monitor and report student progress regarding behavior and performance; assist student in developing various self-help skills, including hygiene, eating, social, community, vocational, and leisure/recreational skills.

**ESSENTIAL FUNCTIONS**

1. Assists in establishing and maintaining informational operational records and files; reports and tracks student progress.
2. Assists in the supervision of students to maintain an effective learning environment, noting behavioral problems observed and assisting in discipline within a framework of well-established policies and procedures.
3. Assists students during classroom activities, lunch, physical education periods, and various other activities as directed; model and assist in tutoring students in appropriate social and academic behavior; assists in integrating special education students into the regular education population.

**ESSENTIAL FUNCTIONS** (continued)

4. Assists students in developing food purchasing and preparation skills; prepares lunch to meet student's individual eating needs as needed; feeds students unable to self-feed (including g-tube feeding); as required; wash and clean eating areas; plates and utensils.
5. Assists students with personal hygiene and in developing self-help grooming skills as appropriate such as dressing and undressing, eating, washing, oral care, and toileting; assists in changing diapers or catheterization as needed; assists students with medication according to established guidelines and procedures.
6. Assists the instructor in assessing student ability and progress; provides input into the development on individual lesson plans and goals; provides information and discusses student daily activities, progress, academic needs and needed course of instruction; discusses student needs with group and foster care homes.
7. Follows district policies and procedures.
8. Knows and understands the Mission and Core Values of the district.
9. Lifts, moves, and adjusts students, especially non-ambulatory students; loads students onto tables or adapted toilets; assists in loading/unloading of students from buses assuring seat belts and other appropriate devices are secured as required to make certain students remain in safe environment.
10. Provides specialized physical health care services (sphcs) as directed when properly trained by credentialed school nurse.
11. Participates in departmental and district in-service training as required.
12. Performs other related duties as required.
13. Places students in standers, on wedges and in wheelchairs; position students in splints, body jackets, braces, sideliners, and adapted P.E. equipment as appropriate; assists in student positioning as necessary. In an emergency situation, may be asked to perform suctioning and oral stimulation as needed; performs suctioning and catheterization if qualified.
14. Prepares instructional material and equipment for use in classroom activities; types, copies, gathers appropriate resource information, materials, and equipment as assigned.
15. Provides academic, therapeutic, medical and social instructional assistance to individuals or small groups of severely and physically handicapped students, including seriously emotionally disturbed, multi-handicapped, the blind, deaf and orthopedically impaired.
16. Provides instructional staff and school administrators with relevant feedback and information on student progress through observation, daily contact and maintenance of accurate student progress records.
17. Reports suspected child abuse and communicable diseases to health office and appropriate agency.
18. Rides a school bus for the purpose of providing safe and secure transportation of students assuring proper seating assignments and making certain bus rules are followed.
19. Communicates with drivers, parent, students, and teachers for the purpose of providing information regarding special needs for students, bus schedules, seating arrangements, and other related concerns and questions.
20. Monitors students and activities in and around buses for the purpose of maintaining order and discipline as required to assure compliance with bus safety procedures.

### **OTHER FUNCTIONS**

1. Administers first aid in conjunction with established district policies and procedures.
2. Administers special health-related services to special education students.
3. Attends I.E.P. and other special education meetings as required.
4. Tutors students individually or in small groups to reinforce and follow-up learning activities.

### **PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to thirty (30) pounds frequently, and sixty (60) pounds occasionally.
9. Able to carry up to thirty (30) pounds frequently, and sixty (60) pounds occasionally.
10. Able to push and pull objects weighing up to sixty (60) pounds.
11. Able to sustain strenuous manual labor for 15 - 30 minutes at one time.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
20. Able to demonstrate manual dexterity necessary to assist students with buttoning clothing, eating, operating a computer or assist staff with student toileting procedures.
21. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction.

### **SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require the possession and maintenance of a valid State of California Driver's License, have and acceptable driving record; and be insurable by the District's insurance carrier and maintain such insurability during the course of employment.
3. Possession and maintenance of a valid First Aid and CPR certificate issued by an authorized agency.

**TERMS OF EMPLOYMENT:** 10-, 11-, or 12-month work year  
(work calendar must be submitted to the assigned administrator at the beginning of each school year)  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will give the evaluation.

Approved by:	Board of Education	Date:	September 12, 1996
Amended by:	Board of Education	Date:	December 13, 2001
Amended by:	Board of Education	Date:	December 13, 2012

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY EMPLOYER**