

Jurisdictional Class: Competitive; Non-Competitive in CVES  
Adopted: May 23, 1989  
Revised: September 28, 2011

**JOB PLACEMENT AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a non-professional position existing in a school district involving responsibility for aiding one or more students, some of which may be as prescribed in their Individual Education Plan (IEP), throughout the school day in each classroom, in moving between classes, during activities, during their lunch, and while getting on and off the school buses, as well as responsibility for instructing students at job placement sites until the work routine is known. The work is performed under the direction of a teacher or other professional staff with leeway permitted for exercising independent judgment in carrying out the details of the work according to established policies and procedures. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists teachers by helping students stay focused, pay attention, and participate by reminding students to listen when the teacher is giving directions;

Assists teachers in routine classroom preparation duties, such as making student folders, charts, schedules, posters, and bulletin boards at the direction of the teacher;

Helps teachers to set up classroom by distributing and/or gathering materials, making photocopies of materials for classes and lessons, and setting up of equipment;

Assists teachers in demonstrating the proper use of vocational tools and equipment;

Participates in development of a student's individualized education program with teachers, parents, and building staff;

As directed by the teacher, assists in keeping simple records for the classroom such as recording grades, completion of homework assignments, attendance and lunch counts, and simple records and reports on the student's progress;

Assists teachers in helping students prepare for dismissal by helping students gather belongings;

Helps maintain discipline and structure within the classroom.

Provides a good example to students in the areas of cleanliness and proper manners;

Consults with placement specialists regarding job site, job requirements, and student match;

Learns job by performing work at job site prior to student involvement;

Analyzes tasks to be performed and writes up step-by-step procedures for accomplishment of tasks to be used as an instruction tool in student's training;

Accompanies student to the job site and provides training until the routine is well known;

Evaluates student's production and recommends changes as necessary;

Acts as a contact person for the student once training has ceased and student is functioning at the job site independently;

Assists in maintaining files and supplies and in preparing routine reports;

Maintains records on students and develops reports on site placements as requested.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of techniques of vocational training for disabled individuals;  
Good background or knowledge in specific field where specialized duties are involved;  
Ability to instruct disabled individuals;  
Ability to establish good working relationships with children, teachers, clients, and others;  
Ability to follow written and oral instructions;  
Ability to communicate effectively both orally and in writing;  
Ability to establish and maintain discipline;  
Patience and resourcefulness in aiding the disabled student(s);  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and six (6) months experience working with the disabled or in the field of vocational instruction.

**NOTE:** Verifiable part-time and/or volunteer experience working with the disabled will be pro-rated toward meeting full-time experience requirements.

**NOTE:** Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.