

WEST KERN COMMUNITY COLLEGE DISTRICT

CLASS SPECIFICATION: Instructional Aide

JOB TITLE: Wellness Support Instructional Aide, Transition to Independent Living Program (TIL)

CLASS DEFINITION: Under supervision, assist the instructor in the implementation of the instructional component of the TIL program.

<u>DUTIES AND RESPONSIBILITIES</u>	<u>FREQUENCY</u>	<u>KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS</u>
Assist students participating in programs on and off campus setting	Daily	Knowledge of programs designed for special populations with an emphasis on developmentally disabled adults
Observe and evaluate participants progress	Daily	Knowledge of empirical tools related to independent living programs
Supervise students/clients assigned to program	Daily	Knowledge of programs designed for special populations with an emphasis on developmentally disabled adults
Maintain appropriate records	Daily	Knowledge of Title 17 and Title 5
Responsible for maintenance	Daily	Ability to follow maintenance schedule
Keep accurate attendance records	Daily	Ability to follow Taft College attendance policies and procedures
Responsible for students' safety and welfare while assigned to the program	Daily	Knowledge of Taft College safety and emergency procedures
Implement Independent Living curriculum in small group settings	Daily	Ability to organize meaningful projects and instructional activities for developmentally disabled adults
Assist students with medication	Daily	Completion of medications and medication administration training
Accompanies students to medical/dental appointments	As needed	Knowledge of medical office procedures and ability to actively involve students in the process
Assists students with insurance paperwork	As needed	Knowledge of insurance procedures and ability to actively involve students in the process
Review and maintain medical assistance records	Weekly	Knowledge of recognition of basic health issues

OTHER DUTIES AND RESPONSIBILITIES

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

AA Degree or equivalent. Ability to develop rapport with developmentally disabled students. Willingness to assist students and promote good relationships. Ability to show fairness and firmness in performing duties. Ability to use tact and good judgment in decisions regarding students.

Ability to obtain Class B license within 6 months of employment.

PHYSICAL REQUIREMENTS

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements.

1. Ability to work at a desk, a conference table, or in meetings of various configurations.
2. Ability to stand and circulate for extended periods of time.
3. Ability to see for purposes of reading laws, codes, rules, policies, other printed matter, and observing students.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to lift 50 lbs.
7. Ability to carry 50 lbs.
8. Ability to reach in all directions.

Reasonable accommodations will be made for candidates with physical disabilities.

DIRECTION FROM

TIL Direct Support Facilitator
TIL Instructors
TIL Program Director
Coordinator, Student Support Services

SUPERVISION FROM

Vice President, Student Services

HOURS AND TERMS OF EMPLOYMENT

40 hours per week; 12 months per year.

SALARY

Range 13

Signature

Date

DISCLAIMER

This position is funded by the Kern Regional Center and is dependent on the continuation of this funding.

Revised 3/25/98, 12/8/04, 6/17/09