

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

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**EDUCATION AIDE**

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**DEFINITION**

Performs paraprofessional technical work in a developmental program for residents of state facilities as prescribed by an inter-disciplinary treatment team, teachers, or educational specialist; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Instructs or guides students to advance an understanding of basic academic subjects and to develop motor and perceptual abilities and daily living skills.

Performs a variety of duties for residents in carrying out activities which have been assigned by a professional in a language-communication development program; conducts classes with residents on a one-to-one basis or in groups to assist them to improve their communicative ability.

Prepares specialized learning activities or projects by developing or adapting, with the assistance of the supervisor, behavioral objectives, and lesson or activity plans; uses a variety of techniques to improve communicative ability by body gestures such as nodding, pointing, or sign language; develops simple sounds into syllables, rhythmic phrases, simple words, and three or four word sentences.

Completes progress notes and other records; observes and assesses changes and accomplishments of students.

Administers standardized tests used in determining language development level and ability; physical ability, learning ability receptive level, and expressive level tests may be given as directed.

Communicates with students to arouse interest, stimulate participation, and encourage response by using appropriate approaches and methods such as sign language.

Attends treatment team meetings and patient staffings to exchange information with representatives of the various treatment disciplines by discussing treatment plans, progress, objectives and goals.

**COMPETENCIES REQUIRED**

Knowledge and awareness of the function and philosophy of the specific institution or facility.

Knowledge of the basic principles of social interaction.

Knowledge of the care and treatment program for patients with emotional, behavioral, and physical disorders.

Knowledge of the care of children.

Knowledge of developmental stages of human, mental, physical, social and emotional growth.

Knowledge of behavioral modification techniques or other instructional or training methods.

Ability to adapt to specific learning capabilities or disabilities of the student.

Ability to assist in evaluating the effectiveness of goals to treatment plans and objectives.

Ability to observe, record, and evaluate a variety of information and prepare related records and reports.

Ability to apply personal work attitudes such as honesty, responsibility and trustworthiness required to be a productive employee.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Experience equal to one year of full-time work as an aide in a treatment or habilitative program for the intellectually disabled, emotionally disturbed, physically handicapped, or mentally ill or as an aide in an educational or child care setting;

OR

any equivalent combination of the required experience and post high school education may be substituted on the basis that 30 semester hours or equivalent equals one year of experience.

#### **NECESSARY SPECIAL REQUIREMENTS**

Designated positions in this job class require applicants to obtain the required Chauffeur's License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 03/12 BR