

**CLASS TITLE:**

**PROGRAM AIDE**

**Class Code: 02870100**  
**Pay Grade: 15A**  
**EO: E**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist teachers and other qualified mental retardation professionals in planning and implementing individualized educational, developmental and habilitative programs for the mentally retarded; and to do related work as required.

**SUPERVISION RECEIVED:** Usually works under the supervision of a certified teacher from whom general and specific assignments are received; in the absence of a teacher works under the supervision of a professional superior who reviews work for conformity to individualized programs of treatment for the mentally retarded.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist teachers and other qualified mental retardation professionals (e.g. psychologists, medical doctors, and physical, occupational, and speech therapists) in planning and implementing individualized education, developmental and habilitative programs for the mentally retarded.

To assist in the implementation of specific and specialized classroom programs designed to develop self-help skills, motor skills, social skills, academic skills, and vocational skills and language development in the mentally retarded.

To assist students in undertaking such activities as puzzles, peg boards, tracing letter patterns, counting numbers, or matching and identifying colors, shapes, patterns, and sounds in accordance with skill level.

To participate with other staff personnel in the diagnostic-evaluation procedure by which program needs for individuals are continuously delineated and refined.

To closely observe students in order to document the program activities performed and evaluate progress towards achieving goals.

To collect and prepare teaching materials required for program activities, such as bulletin boards, filmstrips, and other audio-visual aides.

To accompany students and maintain discipline in buses, lunchrooms, toilets, playgrounds, and out-of-classroom activities.

In the absence of a certified teacher, to meet routine student needs in accordance with previously established programs and procedures.

As required, to formulate treatment programs for specific problems subject to the approval of a professional superior.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles, practices and techniques used in the development and education of the mentally retarded; a working knowledge of individual emotional, behavioral and environmental patterns affecting the mentally retarded; the capacity for understanding and dealing with the problems of the mentally retarded; the ability to instruct and supervise the mentally retarded and maintain discipline; the ability to present written and oral evaluations of the progress of mentally retarded individuals and to suggest constructive changes in treatment

programs; the ability to work and communicate effectively with superiors, associates and departmental personnel; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: successful completion of two years of academic study in an accredited institution of higher learning, including or supplemented by courses in Psychology, Education, Special Education, or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible capacity involving participation in a treatment program for the mentally retarded.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 28, 1976

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