



INSTRUCTIONAL ASSISTANT-RESOURCE

DEFINITION:

Under the supervision of the Principal, assists instructional personnel in reinforcing instruction to individual or small groups of students in an assigned resource classroom, or other learning environment; assists in conducting intensified learning experiences for students in assigned areas of study; assists in the preparation of instructional materials and implementation of lesson plans; provides routine clerical support and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in the class are distinguished by the assignment of duties in working with students in the Special Educational Program. Incumbents assist teachers and specialists in learning, communicative, physically or severely handicapped programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises; provides a variety of instructional and behavior assistance to individual or groups of students in support of special instructional programs; assists in the implementation of Individual Education Plans (IEP).
- Monitors and oversees student drills, practices and assignments in various subjects; assists with the implementation of lesson plans.
- Tutors individual or small groups of students, reinforcing instruction as directed by the teacher; may provide academic support, life skills/job training and tutor individual students on-on-one.
- Assists students with performing and developing proper social behavior, personal hygiene and self-help skills including toileting students, changing diapers and soiled clothing as assigned by the position.
- Escorts students to and from designated locations as directed.
- Assists students in completing classroom assignments, homework and projects.
- Observes and controls behavior of students in the classroom, lunch areas, playground and other learning environments per approved procedures; reports progress regarding student performance and behavior.
- Oversees and supervises students during class activities, in the library, on field trips, and at lunch and recess.
- Assists in the development of a variety of instructional materials.
- Performs a variety of clerical and supportive duties related to classroom activities such as preparing, typing, duplicating, filing and distributing instructional materials; collects and records data.
- Maintains records, charts, observation logs and student files related to attendance, grades, progress, behavior and assigned activities.
- Operates a variety of classroom and office equipment including a copier, audio-visual equipment, a computer and assigned software; assists students in the operation of a variety of instructional aids, computer assisted instructional programs and other adaptive equipment, assistive devices or mobility related equipment.
- Under the supervision of a general or special education teacher, provides direct instruction of modified curriculum for special education students.
- Assists in the implementation of behavioral plans for special education students.
- Assists when necessary in feeding and other self-help skills.
- Provides routine first aid to injured students per established procedures as needed.
- Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner.
- Communicates with teachers and certificated personnel to support students' needs and progress.

QUALIFICATIONS GUIDE

Knowledge of:

- General concepts of child growth and development and child behavior characteristics.

- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic principles, goals and objectives of Individual Education Plans (IEP).
- Techniques used in controlling and motivating students.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Problems and concerns of students with special education needs.
- Applicable laws, codes, regulations, policies and procedures related to assigned position.
- Procedures to maintain specific performance record and conduct routine record keeping.
- Ability to implement behavior modification techniques with or without the presence of the special education teacher.
- Techniques used in controlling and motivating students.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic first aid techniques.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Train students in self-help and academic based skills.
- Assist students with self-help, feeding, personal hygiene skills as assigned.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress per approved policies and procedures.
- Observe health and safety regulations.
- Maintain records and files.
- Perform routine clerical work.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working with children in educational or organized setting. Experience working with individuals with special needs preferred.

LICENSES AND OTHER REQUIREMENTS:

- Proof of passage of the CBEST, or proof of an AA degree or higher from an accredited institution in the US or successful passage of the District's Proficiency Test or meet cut scores for ACT/SAT (ACT-23 Math, 22 English; SAT-550 Math, 500 English).
- Some incumbents in this classification may be required to speak, read and write in English and a designated second language and obtain passing scores on the District's bilingual test in a designated second language.
- Certification in First Aid and/or CPR is desirable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.
- Reaching overhead and above shoulders to access materials.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling objects up to 50 pounds; occasional lifting, carrying, pushing or pulling heavy objects up 75 pounds with assistance.
- Pushing or pulling walkers and wheelchairs to transport students.

- Bending at the waist, kneeling or crouching to assist students.
- Walking to and from designated locations.

WORK ENVIRONMENT:

Indoor/classroom/outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Contact with dissatisfied or abusive individuals.
- Potential for contact with blood, other body fluids and communicable diseases.

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