

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

DEFINITION:

Under the supervision of the Principal, assists instructional personnel in reinforcing instruction to individual or small groups of students in an assigned classroom or other learning environment; may provide a variety of instructional and behavior support to individual students one-on-one; assists in the preparation of instructional materials and implementation of lesson plans; provides routine clerical support and performs related work as required.

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).
- Tutors individual or small groups of students, reinforcing instruction as directed by the teacher; may provide academic support and tutor individual students on-on-one; monitors and oversees student drills, practices and assignments in various subjects; assists with the implementation of lesson plans.
- 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.
- Assists students in completing classroom assignments, employment forms, homework and projects.
- Observes and controls behavior of students in the classroom, lunch areas, playground and other learning environments according to approved procedures; reports progress regarding student performance and behavior; supervises students during community based instruction.
- Administers and scores various tests and assessments as directed; prepares mandated reports and documentation as required.
- Reinforces independent living and vocational skills instruction to individual or small groups of assigned students; assist students with performing and developing cooking, shopping, laundry, budgeting and cleaning skills; assists students with eating activities and developing proper money handling and coin recognition.
- 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; accompany students using public transportation; monitors safety of students in a variety of educational, vocational and community based settings.
- Pushes students in wheelchairs; lifts, moves and operates adaptive equipment.
- Assists students in mobility training and developing self-advocacy, independent travel and strategies to adapt to unfamiliar places and situations including walking safely to destination, using public transportation and complying with traffic signals and street signs.
- 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, kitchen appliances, computer assisted instructional programs and other adaptive equipment, assistive devices or mobility related equipment.
- Provides routine first aid to injured students according to 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:**

- Child guidance principles and practices.
- Child and young adult growth, development and behavioral characteristics of students with special needs
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Community based instructional and behavioral support programs.
- Basic principles, goals and objectives of Individual Education Plans (IEP).
- Applicable academic, vocational and community based educational curriculum.
- Basic instructional methods and techniques.
- 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.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Basic first aid techniques.
- Techniques used in controlling and motivating students.

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.
- Assist students with math, reading and writing activities as assigned.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Train students in vocational, academic and community based skills.
- Assist students with self-help, personal hygiene and independent living skills as assigned.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Maintain records and files.
- Perform routine clerical work and basic arithmetic calculations.
- 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.

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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