



CASTAIC UNION SCHOOL DISTRICT

28131 Livingston Avenue • Valencia, California 91355
Phone: (661) 257-4500 • Fax: (661) 257-5737 • www.castaicusd.com

Stacy Dobbs • Fred Malcomb • Mayreen Burk • Laura Pearson • John Richard
President Clerk Member Member Member

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT - SPECIAL ED (MILD/MODERATE) – 1 POSITION

Northlake Hills Elementary

5.0 hours per day, 8:30 am – 1:30 pm (8:00 am – 1:00 pm on shortened days)

Salary: Range 6, Step 1, \$12.43 per hour

OPENING DATE: February 7, 2019

CLOSING DATE : February 14, 2019 by 4:00 p.m.

Please note that interviews will be held on February 20, 2019

CLASS DEFINITION: Classified

Under the direction of the Site Administrator, designee or certificated teacher, assists a certificated teacher(s) in the instruction, supervision, and training of individual or groups of students by performing a wide variety of academic and social skills support in the maintenance of an effective learning environment. Employees in this classification receive direct to general supervision from a certificated teacher(s) and/or school site administrator within a well-defined framework of policies and procedures. This job classification provides a variety of responsible instructional support activities to enhance the educational environment within the District and requires a high degree of positive contact with both students and certificated staff.

QUALIFICATIONS:

1. Must successfully complete a pre-employment medical examination and be free of communicable diseases. Must meet district and state standards for physical and mental health.
2. High school diploma or equivalent.
3. Able to pass District Proficiency Examination.
4. Knowledge of proper English usage and grammar.
5. General clerical experience and knowledge of office machines is desirable.
6. Experience and work involving the supervision of students is desirable.
7. May require special training in toileting procedures for students in the special education program.

PERFORMANCE RESPONSIBILITIES:

1. May need to assist students in the special education program with toileting needs. Toileting may involve monitoring trips to the bathroom and/or health office. It may require assisting in personal hygiene such as stall positioning, putting on and/or taking off garments and lavatory needs.
2. May need to assist students in the special education program in their mobility needs including positioning a student in a wheelchair/adaptive stroller and pushing/pulling the student in said device to another location.
3. Assists in supervising students to maintain an effective learning environment; noting behavioral problems observed and disciplining when necessary.
4. Assists in organizing learning and/or instructional environments; setting up materials for daily activities, maintaining neat and orderly classroom/instructional areas.
5. Administers and corrects tests, daily assignments, homework, etc.
6. Assists in establishing and maintaining informational and operational records and files.
7. Assists in developing goals and objectives for each student according to curriculum and/or program requirements and in conjunction with certificated staff.

8. Confers with teachers regarding students' progress, program evaluation, problem areas, etc., and may assist in development of lesson plans.
9. May assist in taking daily attendance and in supervision of students during lunch hours, travel, and recreation periods.
10. May assist instructional personnel with mobility training activities.
11. Assists teacher(s) in instructing students in various learning situations including basic academic subjects, vocational activities, self help, social integration, etc.
12. Implements learning situations which may include individualized instruction; creating learning centers, and/or researching instructional programs for the specific needs of assigned area(s) of instruction at various sites and training stations.
13. Prepares instructional materials for use in instructional activities; types, makes copies, gathers appropriate resource information and materials as designated by teacher(s).
14. Provides teacher(s) and school administrators with relevant feedback and information on students' progress through observation and daily contact including daily performance time studies.
15. Reinforces specialized learning strategies and materials as directed.
16. Assists with implementation of IEP's.
17. Reinforces and monitors student behavior plans.
18. Facilitates social skills, student development, and behavior during non-academic time.
19. Tutors students individually or in small groups to reinforce and follow-up learning activities.
20. Supervises students in a variety of settings.
21. Assists in the management and shaping of student behavior through the use of positive reinforcement strategies.
22. Maintains confidentiality of pupil records and personal information in accordance with legal requirements and policies.
23. Other duties as assigned.

PHYSICAL DEMANDS:

Incorporated within one or more of the Performance Responsibilities of this job description are the following essential physical requirements.

- a. Ability to work at a desk, conference table or in meetings of various configurations.
- b. Ability to stand, walk and be physically active for extended periods of time up to the duration of the shift.
- c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- d. Ability to hear and understand speech at normal levels.
- e. Ability to communicate so others will be able to clearly understand a normal conversation.
- f. Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl.
- g. Ability to lift 25 lbs.
- h. Ability to carry 25 lbs.
- i. Able to push and pull mobility devices such as a wheelchair and/or adaptive stroller.
- j. Able to climb slopes, stairs, steps, ramps and ladders.
- k. Able to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation
 - Shoulder abduction and adduction
 - Elbow flexion and extension
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion and extension
- l. Ability to reach in all directions.
- m. Able to demonstrate manual dexterity necessary to operate a computer and other equipment in a safe and efficient manner.

WORK 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.

Position Environment: Work is typically performed in various school environments. The work environment is moderately noisy.

Exposures, Risks and Hazards: While performing the duties of this classification, an employee is exposed to childhood and infectious diseases, constant interruptions, demanding timelines, the normal risks and hazards of operating computer-related equipment, and the normal risks and hazards of lifting and moving disabled students.

REASONABLE ACCOMMODATION

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Applications are available at www.castaicusd.com

In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District.