

## UNION SCHOOL DISTRICT

### CLASS TITLE: INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION - MODERATE/SEVERE

#### **BASIC FUNCTION:**

##### *Classroom Instructional Assistant*

Under the direction of an assigned supervisor, and in accordance with a student's IEP will assist a certificated teacher in reinforcing instruction to individual or small groups of moderately to severely handicapped special education students; assist in the preparation of instructional materials and implementation of Individual Education Plans (IEPs); assist students with meeting health needs.

##### *One to One Instructional Assistant*

Under the direction of an assigned supervisor, and in accordance with a student's IEP will assist a certificated teacher in reinforcing instruction to a specific student in individual or small groups of moderately to severely handicapped special education students; assist in the preparation of instructional materials and implementation of Individual Education Plans (IEPs); will collect required behavioral data to comport with IEP specifications; implement the behavior plan and reinforce appropriate behaviors, assist students with meeting behavioral, self-help, health needs and gaining independence through the gradual fading of assistance.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist a certificated teacher in reinforcing instruction to individual or small groups of moderately to severely handicapped special education students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of IEPs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson plans and materials to meet student needs.

Explain and assure student understanding of classroom assignment and homework instructions; explain words and concepts as necessary; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior.

Observe and control behavior of students in the classroom according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities as directed.

Grade student tests and assignments as assigned; maintain information related to attendance, grades, progress, behavior and assigned activities.

Assist students with performing and developing independent living and self-help skills; assist students with the development of social, vocational and job searching skills as assigned.

Assist students with physical care procedures, personal hygiene including brushing teeth and grooming as required; assist students with eating activities; escort and assist with toileting activities as assigned.

Read books to students and observe their reading abilities as assigned; conduct small group lessons in language

arts per teacher direction; assist students with letter and word pronunciation and recognition; assist students with writing exercises and assignments.

Conduct small group lessons in language arts/reading/math/science and or social studies as assigned by the teacher.

Monitor and assist students with activities to develop small muscle and eye-hand coordination; assist children in learning gross motor skills such as walking, jumping and climbing; assist children in learning fine motor skills such as reaching, grabbing, folding and cutting.

Escort students to and from designated locations as assigned; accompany students on fieldtrips, recreational functions, social events and during outdoor activities.

Load and unload students on buses as directed; push students in wheelchairs; lift students in and out orthopedic of equipment and position pupils; assist students with adaptive devices as needed.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; provide classroom support by setting up work areas and displays and distributing and collecting paper, supplies and materials.

Be familiar with a variety of office and classroom equipment including a copier, fax machine, computer and assigned software.

Assist students with logging on and off computers and completing projects assigned on the computer with accommodations as needed.

Attend Mandatory trainings as required by your position.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices related to children with special education needs;  
Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading;  
Basic instructional methods and techniques;  
Correct English usage, grammar, spelling, punctuation and vocabulary;  
Problems and concerns of students with special education needs;  
Classroom procedures and appropriate student conduct;  
Safe practices in classroom and playground activities;  
Standard office and classroom equipment including a computer;  
Oral and written communication skills;  
Interpersonal skills using tact, patience and courtesy; and  
Basic record-keeping and report preparation techniques.

**ABILITY TO:**

Assist with instruction and related activities in a classroom or assigned learning environment;  
Reinforce instruction to individual or small groups of special education students as directed by the teacher;  
Assist in the preparation of instructional materials and implementation of individual education plans;  
Understand and relate to students with special needs;

Learn and implement behavior management techniques;  
Assist students with personal hygiene, feeding, vocation-related functions, positioning and independent living skills as assigned;  
Establish and maintain cooperative and effective working relationships with others;  
Communicate effectively both orally and in writing;  
Demonstrate an understanding, patient and receptive attitude toward special education students;  
Read books to students and assist with reading and writing activities as assigned;  
Monitor, observe and report student behavior and progress;  
Understand and follow oral and written instructions;  
Operate standard office and classroom equipment including a computer;  
Observe health and safety regulations;  
Model appropriate behavior around and interact appropriately with preschool and school age children; and  
Maintain regular attendance.

**EDUCATION AND EXPERIENCE:**

Complete at least 2 years of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

Additional coursework in child psychology, child growth and development preferred.

Prior experience with students or persons with disabilities preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Motor Vehicle Operator's License **may** be required.

First Aide and/or CPR (may be required; training will be provided)

Specialized training related to the disability of the student/s (may be required; training will be provided) This may include but is not limited to: Behavior Modification Training; Restraint Training; Personal or Physical Care Procedures Training and Assistive Technology Training.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment

Constant interruptions

**PHYSICAL DEMANDS:**

Visual ability to read handwritten or typed documents and instructions, and the display screen of various office equipment and machines;

Ability to conduct verbal conversation;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Kneel or squat for extended periods of time;

Climb slopes, stairs, steps, ramps and step ladders;

Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;  
Push and/or pull wheel chair or other apparatus and assistive technology devices;  
Lift and or carry up to 30 or more pounds frequently;  
Lift and or carry up to 50 or more pounds occasionally;  
With assistance and training, sustain a student’s weight or safely follow through on a restraint or physical assist procedure;  
Participate in and engage in student restraint procedures to prevent injury to staff or students as necessary;  
Sustain moderate physical effort for 8 hours;  
Work with cleaning solutions, disinfectants and sanitizer in a safe and effective manner without allergic reaction;  
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 and knee flexion; and  
Demonstrate manual dexterity necessary to operate a computer and other classroom and office equipment in a safe and effective manner.

**Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.