

UNION SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION – MILD/MODERATE

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of Resource Specialist Program (RSP) or Special Day Class (SDC) special education students in a classroom environment; assist in the preparation of instructional materials and implementation of instructional activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom environment; monitor and oversee student class work, practices and assignments in various subjects; confer with the teacher concerning instructional activities and materials to meet student needs; provide instructional support to various teachers as assigned.

Assist with the implementation of Individual Education Plans (IEP's) and related goals and objectives; assist students with meeting IEP goals and objectives; gather data related to student progress and submit to teacher.

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.

Observe and control behavior of students in the classroom according to established policies and procedures; may monitor students during outdoor, eating and various other activities as assigned; monitor and report progress regarding student performance and behavior.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation of lesson plans and instructional activities; tutor individual students and assist students with studying in accordance with student needs and progress.

Assist with administering/proctoring and monitoring students during tests.

Read books and other materials to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition as required; assist students with spelling and writing exercises and assignments.

Maintain information related to students' progress, assignments, homework and assigned activities as required.

Be familiar with a variety of classroom and office equipment such as copiers, laminators, paper cutters, fax machines, audio-visual devices, overhead projectors, computers and assigned software.

Provide classroom support to the teacher by setting up work areas, decorations and displays, and distributing and collecting paper, supplies and materials.

Escort students to and from classes, offices, library, bus stop and other locations as assigned; take notes and obtain assignments for students as needed.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner.

Attend and participate in various meetings and in-services as assigned.

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;
- Problems and concerns of students with special education needs;
- Safe practices in classroom and outdoor activities;
- Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading;
- Basic instructional methods and techniques;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Classroom procedures and appropriate student conduct;
- Standard office and classroom equipment including a computer and assigned software;
- Oral and written communication skills in English;
- Interpersonal skills using tact, patience and courtesy; and
- Record-keeping and filing techniques.

ABILITY TO:

- Assist with instruction and related activities in a classroom 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 instructional activities;
- Establish and maintain cooperative and effective working relationships with others;
- Communicate effectively both orally and in writing in English;
- Monitor, observe and report student behavior and progress to the teacher according to approved policies and procedures;
- Understand and relate to children with special needs;
- Demonstrate an understanding, patient and receptive attitude toward special education students;
- Observe health and safety regulations;
- Maintain records and files;
- Understand and follow oral and written instructions in English;
- Operate standard office and classroom equipment including a computer and assigned software;
- 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)

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor 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 10 or more pounds frequently;

Lift and or carry up to 20 or more pounds occasionally;

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.