



Instructional Assistant – Special Education, Mild/Moderate
 Instructional Assistant – Special Education, Moderate/Severe
 (Permanent and Substitute Positions)

Released: June 22, 2018

THE POSITIONS:

Instructional Assistant – Special Education, Mild/Moderate: Six hours per day; nine months per year.
Instructional Assistant – Special Education, Moderate/Severe: Six hours per day; nine months per year.

SALARY:

<i>Instructional Assistant – Special Education, Mild/Moderate (Range 080)</i>				
Step 1	Step 2	Step 3	Step 4	Step 5
\$15.03	\$15.87	\$16.75	\$17.60	\$18.47
<i>Instructional Assistant – Special Education, Moderate/Severe (Range 100)</i>				
Step 1	Step 2	Step 3	Step 4	Step 5
\$15.87	\$16.75	\$17.60	\$18.47	\$19.36

A 5% stipend is added to the salary of any position above when the position is designated as a Special Circumstance Assistant (SCA).

Substitute Instructional Assistants work on an as-needed basis only; Salary is \$13.51 per hour, regardless of classification/special education program.

Applications are being accepted to establish Promotional (current, permanent WSHUHSD employees) and Open (all other applicants) eligibility lists, which will be used to fill permanent and/or substitute positions that may become available while the lists are in effect.

MINIMUM QUALIFICATIONS: High school diploma or equivalent. (Complete job descriptions follow this document.)

PLEASE VIEW SPECIAL EDUCATION PROGRAM DESCRIPTIONS ON OUR WEBSITE

APPLICATION DEADLINE: ***OPEN CONTINUOUS***

EXAM PROCESS:

Written Exam: Applicants meeting the minimum qualifications will be invited to the Instructional Assistant written exam. Exams are scheduled throughout the year when necessary, typically every three to four months. You will receive an emailed invitation once the next exam has been scheduled.

Current, permanent WSHUHSD Instructional Assistants will not be required to participate in the written exam.

Qualifications Appraisal Interview (QAI): The 25 applicants with the highest, passing Instructional Assistant written exam scores will proceed to the QAI, date TBD. Permanent Instructional Assistants submitting a complete application by the deadline are eligible to proceed to the QAI.

Exam Weights: Written Exam – Qualifying Only; QAI – 100%

APPLICATION PROCESS: All applicants must apply online at www.applitrack.com/hartdistrict/onlineapp. A resume will not be accepted in lieu of a thoroughly completed online application. From the home page, go to the "External Applicants" section and select "Start an application for employment." All applicants, including District employees, must submit the External Application. If you have previously submitted an online application, select "Log-in" to access your saved application. Follow the steps as directed. On the "Vacancy Desired" section, select **Job ID #1674** (Instructional Assistant – Special Education, Mild/Moderate); and/or **Job ID #1675** (Instructional Assistant – Special Education, Moderate/Severe). **If you are interested in both Instructional Assistant positions, you must apply for both Job ID#s.** You must thoroughly complete and submit the online application. You will receive a confirmation email once your application has been received. **All correspondence (i.e., exam invitations, exam results) will be handled via email from mailbot@applitrack.com. Please update your email account to allow email from this sender.**

ALL APPLICANTS:

Ranking on a list is determined by scores attained plus any applicable seniority or veteran's points. **Promotional Applicants:** Current permanent Wm. S. Hart UHSD employees may compete on a promotional basis. All other applicants will be in the Open group, which will result in two eligibility lists, Open and Promotional. Candidates in the top three ranks of the Promotional eligibility list shall be certified to the Hiring Authority. In the event fewer than three ranks exist on the Promotional eligibility list, sufficient names shall be certified from the Open list to allow a choice of three ranks. As part of your rights, Merit Rule section 2.14.C, Review and Appeals of Examination states, "if a candidate wishes to protest any part of the examination, the protest must be submitted in writing to the Classified Personnel Director during the five (5) day review period". The review period is the days following notification of your test results. Please review this section in the rules for additional details. If you have any questions, please contact the Personnel Commission Office at (661) 259-0033.

The William S. Hart Union High School District Personnel Commission is committed to equal employment opportunity for all individuals. District employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. Reasonable accommodation in the testing process will be provided to all applicants with disabilities. Persons needing reasonable accommodation, please notify the Personnel Commission Office at 661-259-0033, ext. 410 at least 48 hours prior to the exam.

William S. Hart Union High School District**Position Description**

Position: Instructional Assistant – Special Education, Mild/Moderate	
Job Family: Instructional Assistants	FLSA: non-exempt
Approved by: Personnel Commission, November 17, 2010	Salary Range: 080

Summary

Under the direction of the principal, assistant principal or designee, provides group and individual instructional and clerical support to teachers in classroom settings, assisting individuals or small groups of students to enhance learning. Assists teachers with instruction of students with mild to moderate disabilities, including emotionally disturbed.

Distinguishing Career Features

The Instructional Assistant – Special Education, Mild/Moderate provides instructional assistance to classrooms where activities focus on assisting students with mild to moderate special needs, including students experiencing emotional or behavior disorders or difficulties. Duties and responsibilities can be carried out by an incumbent who meets District requirements, namely, the passing of a rigorous competency exam and who demonstrates advanced knowledge, skill, and ability to work with special student populations.

Essential Duties and Responsibilities

- Assists one or more teachers with presentation of learning materials and instructional exercises. Assists in conducting lessons and with other classroom activities such as projects, small group exercises, and independent study.
- Prepares for, and assists with classroom or learning lab projects and special assignments. Organizes materials and supplies to facilitate use by students, assists students requiring help, offers positive feedback and alternatives, and cleans up work areas following projects.
- Reinforces instructions given by teachers in reading, spelling, math, occupational, and other subjects. Performs demonstrations and illustrations of subjects taught.
- Maintain a positive working environment for individuals or small groups of students, reinforcing behavior modification strategies as directed by the teaching staff and/or program specialist.
- Assists in maintaining order among students in the classroom and school grounds. Supervises student behavior in the classroom, school grounds and gathering areas, field trips, special events, and in the community (without the presence of a teacher) during Community Based Instruction (CBI).
- Accompanies students going from one location to another. Observes, monitors, and controls behavior of students within approved procedures.
- Reports student academic and behavior progress and performance to teachers. Documents student progress by correcting assignments, collecting data and recording and charting functional curriculum based measurements.
- Assists with preparation/modification of instructional and testing materials. Suggests and may prepare materials that offer alternative approach to facilitate student learning.
- Confers, as needed, with teachers concerning student needs. Alert teacher to any special problems or information concerning students. Assists teachers and resource staff, to develop and

evaluate individual and group educational goals and objectives.

- Assists and guides students by appropriate role modeling, emotional support, patience, and friendly, engaging attitude.
- Develops and uses incentives as positive reinforcement. Exercises constant classroom supervision of students. Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand discipline.
- Prepares display and bulletin board materials for beautification and decoration of the classroom environment. Assists in maintaining a neat, orderly, and attractive learning environment that supports learning.
- May operate audiovisual equipment, computers, and other equipment that serves to assist and enhance instructional programs.
- May assist with loading and unloading of students onto buses and public transportation.
- May assist students with hygiene, toileting and/or catheterization.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Basic knowledge of the principles and practices of age appropriate student development and guidance applicable for an educational setting, including those relating to special education dealing with severe emotional challenges.
- Working knowledge of the basic subjects taught in the District schools, including math, grammar, spelling, language, reading and/or functional curriculum with sufficient competency to assist students with individual or group studies.
- Behavior modification techniques and strategies.
- Basic knowledge of teaching and instruction and behavior management methods that enhance remedial learning.
- Basic clerical and record keeping processes.
- Special Education programs.
- Basic knowledge of personal computers and other equipment to support learning, record information, and send communications.
- Sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information, and demonstrate sensitivity to the special needs of students.

Abilities

- Assist teaching staff with implementation of instructional goals and activities.
- Assist teaching staff with assessing the needs of individual students and assist in developing programs to meet those needs.
- Effectively handle sudden emotional swings of students.
- Interact with teachers and specialists in order to carry out assigned duties.
- Oversee students and perform general clerical tasks.
- Respect the confidential nature of student records and reports. Refrain from discussing student's problems outside of the classroom.
- Make informal presentations to individual and small groups of students and assist with or reinforce demonstrations of assigned subject matter to classroom sized groups.
- Establish positive communication with students and maintain patience and tact in working with students with special physical and emotional needs.
- Recognize and respond to emergency and/or hazardous conditions.
- Read, write, and communicate in English.

Physical Abilities

- Perform indoors in an office and/or classroom/laboratory environment engaged in work of primarily a sedentary to a moderately active nature.
- Near visual acuity to read and write printed materials and computer screens.
- Hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment.
- Ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials.
- Sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers.
- Lift, carry, push, and move supplies, fixtures, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.
- Lift, carry, transfer and push students in wheelchairs or students with orthopaedic impairment.

Education and Experience

High school diploma or equivalent.

Licenses and Certificates

May require a valid California driver's license. May require and maintain valid first aid/CPR certification.

Working Conditions

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations.

Position: Instructional Assistant – Special Education, Moderate/Severe	
Job Family: Instructional Assistants	FLSA: non-exempt
Approved by: Personnel Commission, November 17, 2010	Salary Range: 100

Summary

Under the direction of the principal, assistant principal or designee, provides a range of cognitive, instructional, therapeutic, and/or medical support to severely and physically handicapped students. Assists teachers and staff by working with students with moderate to severe disabilities to reinforce functional curriculum and/or life skills.

Distinguishing Career Features

The Instructional Assistant – Special Education, Moderate/Severe provides instructional support to teachers, and therapists in a moderate to severe special needs setting. Duties and responsibilities can be carried out by an incumbent who meets District requirements, namely, the passing of a rigorous competency exam and who demonstrates the ability to reinforce learning of the full range of secondary education curriculum or specialized functional and/or life skills curriculum. Instructional Assistants – Special Education, Moderate/Severe are typically assigned to areas such as, but not limited to, special day class where students are severely handicapped and where additional behavioral, therapeutic, and/or medical procedure training is required.

Essential Duties and Responsibilities

- Under the direction of teachers and specialists, provides academic, therapeutic, medical and/or social instructional assistance to individuals or small groups of students with moderate to severe special needs.
- Works on an in-depth basis with individual or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences.
- Assists students during classroom activities, lunch, physical education, and other school activities. Feeds students and assists with personal hygiene. May perform specialized health care services to students, such as toileting and catheterization.
- Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services.
- Assists teachers by setting up work areas, and preparing motivational and decorative materials. Prepares and may develop age-grade appropriate instructional aids and exercises to support the curriculum being taught.
- Confers with teachers and specialists to evaluate individual and group educational goals and objectives. Assist with implementation of special programs.
- Accompanies students going from one location to another. Observes, monitors, and controls behavior of students within approved procedures.
- Develops and uses incentives as positive reinforcement. Maintains constant supervision of students. Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand discipline.
- Reports student academic and behavior progress and performance to teachers. Documents student progress by correcting assignments, collecting data and recording and charting functional curriculum based measurements.

- Confers, as needed, with teachers, resource staff, and other school personnel concerning programs and materials to meet student needs. Alerts teacher to any special problems or information concerning students in assigned program.
- Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for on-going employment.
- Assures student safety. Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility. Loads students onto buses, therapeutic tables, and toilets.
- Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached.
- Prepares and maintains a variety of files and records for classroom or assigned program.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Working knowledge of the principles and practices of age appropriate student development and guidance applicable to special education setting dealing with severe emotional, physical, and/or learning challenges.
- Working knowledge of the subjects taught in the District schools, including math, grammar, spelling, language, reading and functional curriculum with sufficient competency to assist students with individual or group studies.
- Behavior modification techniques and strategies.
- Basic knowledge of teaching and instruction methods.
- Basic clerical and record keeping processes.
- Special education programs.
- Well-developed human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to the special needs of students.
- May require basic knowledge of using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.

Abilities

- Assist teaching staff with implementation of instructional goals and activities, and special needs of severely handicapped students.
- Under the direction of teaching staff, assess the needs of individual students and develop instructional support techniques and materials to meet those needs.
- Interact with teachers and specialists in order to carry out assigned duties.
- Lift and move handicapped students.
- Assist handicapped students with personal care needs and activities.
- Upon receiving appropriate training, safely and skillfully operate pieces of equipment related to medical needs of students and perform specialized health care services.
- Assist students with developing independence and self help skills.
- Oversee students and perform general clerical tasks.
- Respect the confidential nature of student records and reports. Refrain from discussing student's problems outside of the classroom.
- Establish positive communication with students and maintain patience and tact in working with students with special physical and emotional needs.
- Recognize and respond to emergency and/or hazardous conditions.
- Read, write, and communicate in English.

Physical Abilities

- Perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature.
- Near visual acuity to read and write printed materials and computer screens.

- Hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment.
- Ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials.
- Sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers.
- Lift, carry, push, and move supplies, fixtures, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.
- Lift, carry, transfer, and push students in wheelchairs or students with orthopaedic impairment.

Education and Experience

High school diploma or equivalent.

Licenses and Certificates

May require a valid California driver's license. May require and maintain valid first aid/CPR certification.

Working Conditions

Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids.