

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Instructional Assistant, Special Education

BASIC FUNCTION:

Under direct supervision of the site administrator and general direction of the Director of Special Education and assigned special ed./classroom teacher(s), the IA will assist certificated personnel in the preparation and delivery of instructional activities assist in managing student behavior, complete a variety of clerical and supportive activities as directed, and perform other related work as required.

ESSENTIAL DUTIES:

- Assist certificated personnel with the preparation of instructional materials
- Instruct/teach individual students and small groups of students with unique needs using research based programs as directed.
- Monitor and assist students with unique needs in directed study activities as a follow-up to the presentation of instructional lessons by instructional personnel.
- Assist in the management of student behavior through the use of positive reinforcement strategies and techniques.
- Maintain a variety of records and files, including confidential student information.
- Assist students in the remediation of specific learning problems using directed strategies as directed.
- Perform routine first aid which may include assisting children experiencing seizures or respiratory problems and/or other medical issues requests appropriate assistance for serious pupil injury or illness.
- Provide social facilitation for identified students.
- Assist certificated staff by reading, grading, and recording student work.

OTHER REPRESENTATIVE DUTIES:

- Maintain or assist in maintaining an orderly, attractive, and positive learning environment.
- Participate in parent conferences and Individual Education Planning meetings as requested.
- Attend in-service trainings and implement programs and strategies as requested.
- Perform other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Child growth and development patterns including understanding of State eligibility categories for Special Education.
- Basic strategies for working with students with learning disabilities.
- Behavior management strategies for addressing problem behavior.
- Appropriate English usage, punctuation, spelling, and grammar.
- Basic arithmetical concepts.
- Routine record storage, retrieval, and management procedures.

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting needs of a specialized nature.
- Appropriately manage student behavior and guide student toward more acceptable social behaviors.
- Communicate effectively in oral and written form.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.

- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment.
- Understand and carryout oral and written directions.
- Establish and maintain cooperative working relationships with children and adults.

MINIMUM QUALIFICATIONS:

Experience:

One year of paid or volunteer experience working with children identified with unique needs

Education:

Equivalent to the completion of the twelfth grade, preferably with training or coursework in child growth and development, special education, instructional technology, or a closely related field.

Certificate Requirement:

Must possess a valid first aid certificate issued by the American Red Cross, including CPR training. May receive CPR/First Aid training within first six months of employment.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS

Environment:

- Indoor or outdoor school classroom or playground environment
- Moderate to intense noise level
- Outdoor weather conditions

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist.
- Ability to frequently lift, push, pull and/or move up to 30 pounds, and occasionally lift, push, pull and/or move up to 75 pounds with assistance.
- Ability to climb stairs.
- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to operate technology, computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.

Operation of Vehicles, Machinery, and Equipment Requirements:

- ▶Ability to travel to a variety of locations within a reasonable time frame.
- ▶Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- ▶Ability to understand and follow oral and written directions
- ▶Ability to work independently with little direction
- ▶Ability to concentrate to meet numerous deadlines.
- ▶Ability to establish and maintain effective working relationships with others.
- ▶Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- ▶Ability to exchange information.
- ▶Ability to monitor student activities.
- ▶Ability to learn the procedures, functions, and limitations of assigned duties.