

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of a principal, assist a certificated teacher or specialist in providing instruction to individual or small groups of students in a special education learning environment; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

1. Tutor individual or small groups of students, reinforcing instruction as directed by the teacher.
2. Prepare lessons as directed by the teacher; may administer and score a variety of tests.
3. Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
4. Supervise students during lunch, on the playground, on field trips or when mainstreamed into another class; supervise the loading and unloading of students on school buses.
5. Perform a variety of clerical duties such as preparing instructional materials, scoring papers, recording grades, taking roll, maintaining records and files and typing classroom materials.
6. Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
7. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
8. Confer, as needed, with teachers concerning programs and materials to meet student needs.
9. Assure the health and safety of students by following all health and safety rules.
10. Direct group activities of students as assigned.
11. Participate in meetings and inservice training programs as assigned.
12. Perform other related duties as assigned.

Instructional Assistant – Special Education continued

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to children with learning disabilities
Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading
Safe practices in classroom and playground activities
Correct English usage, grammar, spelling, punctuation and vocabulary
Reading and writing communication skills
Oral and written communication skills
Interpersonal relations skills using tact, patience and courtesy
Recordkeeping techniques

ABILITY TO:

Perform clerical duties such as filing, duplicating and maintaining simple records
Print and write legibly
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Learn methods and procedures to be followed in an instructional situation
Communicate effectively orally and in writing with children and adults
Read, interpret and follow rules, regulations, policies and procedures
Establish and maintain effective working relationships with others
Work confidentially with discretion
Understand the exceptional needs of special education students
Supervise and discipline students according to approved policies and procedures
Operate instructional and office equipment
Assist with the instructional and related activities of a special education learning environment
Learn the procedures, functions and limitation of assigned duties

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience working with youth in an organized setting.

WORKING CONDITIONS:

School environment which includes standing, walking, sitting, running, kneeling, squatting, crawling, stooping and bending; lift, carry, push or pull up to 50 lbs., duties may include activities which involve repetitive use of hands, arms or shoulder and twisting or pressure involving wrists or hands and working with arms above shoulder level; give student direction requiring clear speaking, the ability to hear normal voice conversation, color vision, peripheral vision, depth perception and the ability to adjust focus; exposed to minor contagious illnesses (e.g. colds, flu); duties may include toileting, changing diapers, lifting to and from wheelchair, working with feeding tubes and colostomy bags.

SALARY RANGE: 40

ADOPTED BY PERSONNEL COMMISSION: October 18, 2001
ADOPTED BY BOARD OF EDUCATION: November 26, 2001