

JOB TITLE: **INSTRUCTIONAL ASSISTANT, SPECIAL EDUCATION**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist a certificated teacher in the instruction and supervision of individual or groups of special education students by performing a variety of instructional support and child care activities. Employees in this classification receive direct to general supervision from a certificated teacher within a well-defined framework of policies and procedures. This job class provides responsible support and follow-through activities for the education/training objectives of certificated personnel in a wide variety of special service areas.

TYPICAL DUTIES

- Assists certificated teacher(s) in supervising a group of mentally, emotionally, or physically handicapped students, as well as other assigned students with special needs, with activities involving instruction, recreation, sports, arts and crafts, social integration, personal hygiene, grooming, etc., as assigned
- Escorts students outside a classroom situation; ensuring students' safety, social integration, or security
- Assists students with personal hygiene and grooming functions; taking them to the bathroom, assisting students with cleanup and changing clothes, assisting students with washing, hair care, dental hygiene, etc., as necessary
- Assists certificated teacher in operating classroom and teaching academic skills related to level of achievement for specific group of students
- Assists students in physical therapy and/or motor skill (gross/fine) activities such as balancing, playground, throwing and catching, swimming, sensory perception, sports and games, etc.
- Teaches and supervises in the performance of specialized learning functions such as cleaning, groundskeeping, landscaping, crafts, cooking, baking, etc.; demonstrating the necessary skills to be learned
- Assists in supervising students in a variety of situations; observing behavior of students carefully to insure that they do nothing to injure themselves or others
- Leads activities designed to help students achieve motor control and body awareness; observing behavior of students carefully and recording as assigned
- Prepares instructional materials by cutting, pasting, designing, typing, running dittos, setting up materials and equipment
- Assists teachers in developing lesson plans and identifying students' needs
- Assists teachers by working and/or tutoring individual students as assigned
- Maintains facilities for specialized learning areas including cleaning, setting up, taking inventory, ordering supplies, etc.
- Assists in preparing and maintaining required paperwork for assigned program area
- Performs whatever duties are necessary to insure the health and safety of the students

MINIMUM QUALIFICATIONS

- Possess a high school diploma or equivalent
- Completion of two years (48 semester units) of study at an institution of higher education, OR possess an associate's degree (or higher) from a recognized college or university, OR must have passed an approved test that demonstrates the necessary knowledge and ability to assist in the instruction as well as knowledge of language arts and math. Applicant needs to meet only one (1) of the preceding requirements.

MINIMUM QUALIFICATIONS (continue)

- Knowledge of proper English usage and grammar
- Knowledge of pertinent academic areas and learning situations
- Knowledge of general needs and behaviors of children
- Knowledge of children's recreation activities involving sports, games, arts and crafts
- Skill to learn physical requirements and/or specific needs of assigned special education students
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to understand the needs of assigned children and to effectively relate to these needs in a learning and/or recreational situation
- Skill to learn the requirements of the children in the specific learning program(s) to which assigned
- Skills to read, write, and speak fluently in English and a second language as specified by the District
- Skill to understand, interpret, and translate both oral and written information in English and a second language as specified by the District
- Skill to learn physical requirements and/or specific needs of assigned special education students
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to understand the needs of assigned children and to effectively relate to these needs in a learning and/or recreational situation
- Skill to learn the requirements of the children in the specific learning program(s) to which assigned
- Skill to analyze situations accurately and adopt an effective course of action
- Skill to effectively supervise students in a variety of situations
- Skill to maintain calm and patience in stressful situations
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Skill to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties

Specified positions in the Instructional Assistant Special Education may require:

- Knowledge of a specialized learning/vocational area
- Knowledge of specialized learning skill(s) such as Braille, sign language, or physical therapy

DESIRABLE QUALIFICATIONS

- Skill to speak, read and write specified foreign language where required
- Skill to understand and carry out specific medical instructions regarding the care of special students including basic first aid, CPR, and/or other specified medical training