

Oak Grove School District

JOB TITLE: INSTRUCTIONAL ASSISTANT, SPECIAL EDUCATION, ONE-ON-ONE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist a certificated teacher in the instruction and supervision of individual special education students by providing instructional support and child care activities and prescribed specialized one-to-one services. Employees in this classification receive direct to general supervision from a certificated teacher within a well-defined framework of policies and procedures. Where appropriate, employees in this classification will receive training and indirect supervision by district nurse in the performance of specific medical procedures. One-On-One instructional assistants may be assigned to work with more than one student during the day.

TYPICAL DUTIES

- Assists certificated teacher in the care and supervision of assigned students with specialized needs. Duties and activities may involve instruction, recreation, sports, arts and crafts, social integration, personal hygiene, grooming, etc.
- Primary provider of medical procedures for assigned students in school setting under supervision of district nurse
- Performs associated duties necessary to ensure the health and safety of the assigned students
- Escorts assigned students outside a classroom situation; ensuring student's safety, social integration, and security
- Assists students with personal hygiene and grooming functions including toileting and diaper change, clean-up and changing clothing, washing, hair care, dental hygiene, etc., as necessary
- Assists certificated teacher in teaching academic skills related to level of achievement, or as specified on IEP for assigned students
- Assists assigned students in motor skill activities (gross/fine) such as balancing, playground, throwing and catching, swimming, sensory perception, sports and games, etc.
- Assists in supervising assigned students in a variety of situations to ensure safety of students and others
- Assists teacher(s) in reviewing student's work, assessing progress, and administering tests
- Assists teacher(s) in developing lesson plans and identifying student's specific needs
- Assists in the preparation and maintenance of required paperwork for assigned students
- Where appropriate and allowable, will assist certificated teacher in performing additional duties

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 the knowledge of language arts and math. Applicant needs to meet only one (1) of the preceding requirements.

MINIMUM QUALIFICATIONS (continue)

- Possess current CPR & First-Aid Certification
- Skill to successfully complete necessary medical, behavior management, and safety and welfare training
- 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
- Knowledge of specialized learning/vocational area
- 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 child and to effectively relate to these needs in a learning and/or recreational situation
- Skill to learn the requirements of the child in the specific learning program(s) to which assigned
- 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 child and to effectively relate to these needs in a learning and/or recreational situation
- Skill to learn the requirements of the child in the specific learning program(s) to which assigned
- May require knowledge of specialized skill(s) such as Braille and sign language, or second language fluency
- 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