BUENA PARK SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT II: SPECIAL EDUCATION

DEFINITION:
Under general supervision of the school principal, to independently perform a variety of follow-up instructional activities; to assist in the conduct of training and learning activities with children experiencing special learning needs; to perform a variety of routine clerical and supportive activities for instructional personnel; and to do other related work as required.

EXAMPLES OF DUTIES:
Assists instructional and resource personnel with the presentation of learning materials and in the conduct of instructional and training activities; tutors individual and small groups of students with special learning needs to reinforce and follow-up learning and training activities; monitors and assists students with special learning needs in drill, practice and study activities as a follow-up to the presentation of instructional lessons by instructional and resource personnel; directs and guides students into safe learning activities, and assists in shaping of appropriate social behaviors; assists in the management of student behavior through the use of positive reinforcement strategies and techniques; assists in the operation of a variety of instructional materials and learning aids; maintains a variety of records, files and information; operates and assists students in the operation of a variety of instructional media; monitors and assists in the remediation of specific student learning needs; may administer medication in accordance with specific medical instruction; performs routine first aid which may include aiding children experiencing seizures or respiratory problems; requests appropriate assistance for serious pupil injury or illness; maintains or assists in maintaining an orderly, attractive and positive learning environment; may participate in parent conferences; may assist in the development of communication skills with children who experience language and hearing disorders.

QUALIFICATIONS:
Knowledge of:
Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs; behavior management strategies and techniques relating to pupils experiencing atypical control problems; appropriate English usage, punctuation, spelling and grammar; basic arithmetical concepts; routine record storage, retrieval and management procedures.

Ability to:
Ability to perform essential functions of the job with or without reasonable accommodation; 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 carry out oral and written directions; establish and maintain cooperative working relationships with children and adults.

EXPERIENCE:
One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment.

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

CERTIFICATE REQUIREMENT:
Must obtain within six (6) months of employment a first aid certificate issued by the American Red Cross.