**BUENA PARK SCHOOL DISTRICT**


# INSTRUCTIONAL ASSISTANT III: SPECIAL EDUCATION (MODERATE/SEVERE)

## 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 student 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; assist students as-need with personal hygiene and grooming functions, including but not limited to toileting, diapering, eating, dressing and other self-help skills, assist in physically transferring students from wheelchairs for busing, school and/or community activities; respond to behavorial and medical emergencies, physically controlling students as needed; perform related duties similar to the above in scope and function as required.

## 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, exercise tact, diplomacy and good judgment in dealing with special needs students, meet the physical requirements necessary to safely and effectively perform required duties including physically lifting and/or restraining students as needed.

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**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. Participation in job-related training at the time of new hire into the position as required.

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

Board Approved: October 13, 2008