



INSTRUCTIONAL ASSISTANT SPECIALIZED CARE I Job Description

JOB SUMMARY:

Under the supervision of the site administrator, assists in reinforcing instruction to individual or small groups of students; assists with the implementation of students' behavior plans; provides a variety of instructional and behavior support to students; assists in the preparation of instructional materials and implementation of lesson plans; assists with specialized physical health care, and performs routine clerical support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in presenting and reinforcing instruction to students as directed by staff, and with the implementation of Individualized Education Plans (IEP), and collecting progress data.
- Assists instructional personnel with the presentation of learning materials and instructional exercises.
- Tutors individuals and small groups of students to reinforce and follow-up learning activities.
- Monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by instructional personnel-
- Assists in the development of a variety of instructional materials for use with individuals and small groups of students, or in activity centers.
- Supports students in the utilization of center materials and equipment.
- Assists and monitors students in the utilization of center materials and equipment.
- Administers and scores tests and records the results.
- Distributes and maintains inventory of textbooks, supplies and equipment.
- Collects, assembles, catalogs and distributes resource materials.
- Assists in the management and shaping of student behavior with positive reinforcement strategies and by implementing students' behavior support plans.
- Escorts students to and from designated locations as directed.
- Assists with supervision in the classroom, playground, lunch and field trips.
- Directs students into safe activities and in the development of appropriate social behavior.
- Aids students with continuous tube feeding, suctioning, or other specialized health care procedures including nebulizer, blood testing for diabetes, catheterization, daily lifting, daily diapering, apparatus such as wheel chairs, walkers, hydraulic lifts, and adaptive equipment.
- Assists students in dressing, undressing, and in specialized toileting needs.
- Supports students in the development of wholesome nutritional habits.
- Helps others with lifting students in and out of a wheel chair and/or apparatus.
- Monitor student medication needs.
- Administers basic first aid.
- Assists in maintaining student records and files.
- Assists in maintaining a neat, orderly and attractive learning environment
- Attends parent conferences if needed.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Effective methods of working with students with special needs and/or learning disabilities
- Basic principles, goals, and objectives of Individualized Education Plans (IEP)
- General concepts of child development and child behavior characteristics
- Student behavior management techniques and strategies to motivate students
- Classroom procedures and appropriate student conduct
- Basic understanding of curriculum and instructional materials used at K-6th grade
- Subjects taught in district schools, including English language arts and mathematics, reading, writing, grammar, and spelling.
- Data collection techniques
- Basic first aid principles

Ability to:

- Learn special education laws, regulations and policies; goals and objectives, IEP's, 504 Plans
- Assist with instruction and related activities in a classroom or assigned learning environment
- Collaborate in the development of a variety of instructional materials
- Effectively present information in a one-to-one or small group setting to students
- Maintain accurate data
- Maintain confidentiality of all student information
- Work independently and be flexible
- Establish and maintain effective working relationships with students, staff, and parents
- Understand and carry out oral and written directions
- Demonstrate an understanding, patience, warm and receptive attitude toward students
- Effectively utilize basic technology used in a school setting, i.e., computer, tablet, and mobile phone
- Communicate satisfactorily in oral and written form
- Maintain a neat, orderly and attractive learning environment
- Lift or carry students, apparatus, and/or adaptive equipment
- Perform simple clerical tasks and operate standard office machines
- Maintain regular and consistent attendance

EDUCATION AND EXPERIENCE:

Education/Experience:

- At minimum the equivalent of twelfth grade education
- Passing of District competency test; or hold an AA Degree, or have completed 48 College units
- Basic First Aid and CPR Training (Preferred)
- Crisis Prevention Institute Training (CPI) (Preferred)
- Experience working with children in an educational setting
- Experience working with individuals with special needs

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Daily contact with district and school staff
- Constant interruptions

- Moderate to high stress level

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching to file materials
- Occasionally lift and/or move up to 50 pounds or over 50 pounds with assistance
- Push students in wheelchairs
- Lift students on and off toilets and wheelchairs or other equipment
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

Hazards:

- Contact with blood and other body fluids
- Potential for contact with blood borne pathogens and communicable diseases
- Chemicals including antiseptics and disinfectants
- Biomedical wastes and hazards
- Contact with students who could potentially display violent (or aggressive) behavior

OTHER:

California Class C driver's license and employee-provided transportation required.

REQUIRED TESTING:

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CLEARANCES:

California Department of Justice (DOJ) fingerprint clearance, pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

Range: 8

Approved: June 18, 2019