



## **Job Description**

### **INSTRUCTIONAL ASSISTANT SPECIALIZED CARE II**

#### **JOB SUMMARY:**

Under the supervision of the site administrator, performs the responsibilities of an Instructional Assistant Specialized Care I (IASC I); serves as a liaison between general education and special education staff to promote inclusion of students; modifies curriculum to support student learning; assists with higher level academic and behavioral data analysis, and assists with staff development.

#### **DISTINGUISHING CHARACTERISTICS:**

This job is distinguished from similar jobs by the following characteristics. The Instructional Assistant Specialized Care II must be able to:

- Collaborate with staff, including general education teachers, around accommodations and modifications to support student learning and promote inclusion.
- Assist with modifying curriculum resources, analyzing data, and documentation to meet the students' IEP goals.
- Help facilitate District sponsored and/or required staff trainings.
- Assist with scheduling IEP meetings.

#### **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).
- 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.
- Administers and scores tests and records the results.
- 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.
- Monitors student medication needs.
- Administers basic first aid.
- Assists in maintaining student records and files.
- Attends in 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 contact
- Basic understanding of curriculum and instructional materials used at K-6<sup>th</sup> grade
- Subjects taught in district schools, including English language arts and mathematics
- Applied Behavior Analysis
- Data collection techniques
- Basic first aid principles

### **Ability to:**

- Learn special education laws, regulations and policies; goals and objectives, IEP's, 504 Plans
- Modify curriculum resources to support students with special needs
- Develop a variety of instructional materials
- Effectively present information in a one-to-one or small group setting to students and other members of the educational team
- Train and support staff
- Plan and present professional development
- 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 clearly and concisely, both orally and in writing
- Maintain a neat, orderly and attractive learning environment
- Lift or carry students, apparatus, and/or adaptive equipment
- Perform clerical tasks and operate standard office machines
- Maintain regular and consistent attendance

## **EDUCATION AND EXPERIENCE:**

### **Experience:**

This position requires a minimum of 2 years of experience with students with special needs, particularly students with Autism and/or significant behavioral challenges, and successful knowledge of and experience with different methods of data collection.

### **Education:**

- At minimum the equivalent of twelfth grade education
- Passing of District competency test; or hold an AA Degree, or have completed 48 College units

- Completion of training programs in Applied Behavior Analysis intervention including the method of Discrete Trial Teaching (DTT), social skills facilitation, behavior intervention, implementation of visual supports, prompting hierarchy, and inclusion support strategies is highly desired
- Basic First Aid and CPR Training
- Crisis Prevention Institute Training (CPI)

## **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: 9

Approved: June 18, 2019