

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Instructional Assistant, Special Education

BASIC FUNCTION:

Under direct supervision of the site administrator and general direction of the Director of Special Education and assigned special ed./classroom teacher(s), the Instructional Assistant will assist certificated personnel in the preparation and delivery of instructional activities to include assisting in managing student behavior and complete a variety of clerical and supportive activities as directed.

ESSENTIAL DUTIES:

- Assist certificated personnel with the preparation of instructional materials
- Instruct/teach individual students and small groups of students with unique needs using research based programs as directed
- Monitor and assist students with unique needs in directed study activities as a follow-up to the presentation of instructional lessons by instructional personnel
- Provide student accommodations/modifications consistent with the student's IEP
- Assist in the management of student behavior through the use of positive reinforcement strategies and techniques
- Provide behavior instruction to identified students consistent with a student's IEP to include Intensive Behavior Instruction for select students
- Serve on the Crisis Prevention Intervention Team as requested
- Observe, record data and complete behavior reports as directed
- Provide information to the case carrier regarding student progress
- Maintain and organize a variety of records and files, including confidential student information
- Assist students in the remediation of specific learning problems using specific strategies as directed
- Perform routine first aid which may include assisting students experiencing seizures or respiratory problems and/or other medical issues
- Requests appropriate assistance for serious pupil injury or illness
- Provide social facilitation for identified students in and outside of the classroom environment
- Assist certificated staff by reading, grading, and recording student work
- Maintain confidentiality of individual student actions and personal information

OTHER REPRESENTATIVE DUTIES:

- Maintain or assist in maintaining an orderly, attractive, and positive learning environment
- Participate in staffings, parent conferences, and Individual Education Planning meetings as requested
- Attend site and District meetings and trainings required to successfully implement job responsibilities
- Implement programs and strategies as requested such as CPI strategies
- Perform other related duties as required

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic concepts related to child growth and development
- Understanding of state eligibility categories for Special Education
- Basic strategies for working with students with learning disabilities
- Behavior management strategies and techniques for addressing problem behavior
- Appropriate English usage, punctuation, spelling, and grammar
- Basic arithmetical concepts

- Routine record storage, retrieval, and management procedures

Ability to:

- 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 implement various curriculum and instructional materials
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with students and adults

MINIMUM QUALIFICATIONS:

Experience:

One year of paid or volunteer experience working with students identified with unique needs.

Education:

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

Licenses and Other Requirements:

Willingness to acquire valid CPR and First Aid certifications issued by an authorizing agency.

CPI (Crisis Prevention Intervention) certification is required. The District will provide initial training and ongoing requirements for recertification.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Professional appearance that establishes an appropriate example for students
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy to include communication with appropriate personnel of any concerns
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS

Environment:

- Indoor or outdoor school classroom or playground environment
- Moderate to intense noise level
- Outdoor weather conditions

Physical Requirements:

- Ability to frequently stand or sit for extended periods of time
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials
- Ability to frequently lift and/or move up to 15 pounds, and occasionally move or lift up to 25 pounds, and move or lift up to 50 pounds with assistance
- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate technology, computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures, functions, and limitations of assigned duties

Special Requirements:

Applicants must successfully pass the skills test administered by the District, and speak, read, and write in English.