



Job Description

POSITION CODE: 919
Classified Group: CSEA
Salary Range: 17
Work Days: 206
Page 1 of 3

POSITION TITLE: Instructional Assistant III

DEFINITION: Under general supervision, assigned to an education program where there is a group of students designated as an emotionally disturbed (ED) class or an autism class, or assigned to a Behaviorist to assist individual students. Individuals in this classification spend a substantial portion of their time providing intervention to students who exhibit disruptive, aggressive and/or self-injurious behaviors associated with the ED or autism designation.

DIRECTLY RESPONSIBLE TO: Site Administrator or Designee

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Provides instruction to individuals or small groups of students in a variety of academic subject areas.
2. Monitors needs and behaviors of emotionally disturbed (ED) and/or autistic students and provides appropriate one-on-one and group interventions to respond to inappropriate behaviors.
3. Maintains alertness to changing environments (both group and individual) that could lead to disruptive, aggressive, and/or self-injurious behavior and intervenes and/or defuses as appropriate.
4. Restrains students who become combative and/or physically abusive to self or others in accordance with district trainings and applicable state laws, codes, regulations, etc. if other means of redirection are not successful.
5. May provide instruction in language development, visual perception, number concepts, or more basic skills.
6. Assists individual students with daily assignments, remedial, or make up work; may use flash cards, games, work sheets, drills, and a variety of study aids and techniques to reinforce skills/teaming or present new academic concepts.
7. Under supervision, monitors or administers a variety of tests and quizzes.
8. Corrects tests, work sheets, and homework or daily assignments.
9. Posts grades, behavior, citizenship, test scores or student progress to record books, charts, or student folders.
10. Designs and prepares bulletin boards, displays of student work, charts, forms, games, flash cards or other teaching aids.
11. Operates office equipment (e.g. copier, scanner, etc.) to reproduce tests, study aids, worksheets, and instructional materials.
12. Utilizes behavior intervention techniques to assist the assigned teacher(s) with maintaining classroom discipline.
13. Consults with assigned teacher(s) regarding individual student goals lesson plans, work schedules, and evaluation of student progress.
14. Makes copies of meeting notices, correspondence, bulletins, and a variety of instructional materials.
15. May assist teacher with filing classroom materials and place information in student folders such as grades, test scores and a variety of reports.
16. Organizes work areas and assembles learning materials, study aids, art supplies, or assignment folders.
17. May assist teacher with daily student attendance or lunch count.
18. May order supplies, forms, instructional and audio-visual materials.

19. May participate in field trips.
20. Assists in keeping study areas attractive and orderly.
21. Distributes already prepared snacks and assists students with packaging and/or containers.
22. May supervise students in cafeteria and on playground or bus loading.
23. Assists students in integrated classrooms as needed.
24. Maintains classroom routine for short periods of time when teacher is not present.
25. Assists students with clothing, possessions or personal care (i.e. feeding, washing and toileting, etc.).
26. Inventories classroom supplies, books, or equipment.
27. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Minimum of a high school diploma or equivalent; previous experience working with groups of children; higher education desirable including courses in child development, child psychology, or behavior modification.

Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Competency in basic academic skills such as math, spelling, grammar
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and parents
- Ability to understand and follow verbal and written instructions
- Ability to read and understand test instruction, teacher manuals, and guide
- Ability to work effectively with all levels of district staff, students, and parents
- Ability to effectively supervise students
- Ability to work independently, with minimum directions, and make decisions within the framework of established guidelines
- Ability to adapt to individual needs of students and teachers, and work with interruptions
- Ability to understand and relate to individual needs of exceptional children
- Ability to maintain records and maintain a confidentiality of privileged information obtained in the course of work
- Ability to tolerate and manage frequent and extreme verbal outbursts, physically threatening behaviors, and being in confrontative situations
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor classroom and outdoor environment
- Moderate noise
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Move about schools and facilities to conduct work including kneeling, crouching, reaching with arms and hands for long periods of time
- Inspect documents and other written materials with fine print

- Communicate to exchange information in person, with small groups, and/or on the telephone
- Operate office equipment requiring repetitive hand movement and fine coordination
- Sufficient physical ability to restrain students of varying weights
- Lift and/or move non-ambulatory students with assistance

Hazards:

- Exposure to and contact with blood and other bodily fluids
- Exposure to students who could possibly exhibit aggressive behaviors

Other Characteristics

- Ability to maintain certification in designed skills/areas, such as Therapeutic Crisis Intervention Training or other trainings designed by the district

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 10/24/2017
Adopted: 9/23/1980
Revised: 10/31/1995 (Chapter I Educational Requirements)
Revised: 9/14/1999 (Added Instructional Assistant III)
Revised: 10/12/1999 (Added autistic language to Inst Asst III)
Revised: 8/8/2000 (Added Community Day School language to Inst Asst III)
Revised: 10/4/2017