

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT- SPECIAL EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students with learning disabilities in a preschool, classroom or other learning environment; provide instructional support services to students with often multiple physical, emotional, behavioral, cognitive, learning or communication disabilities enrolled in the District's special education programs; assist in the preparation of instructional materials and implementation of Individual Education Plans (IEPs); perform a variety of routine clerical duties.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist a certificated teacher in reinforcing instruction to individual or small groups of students with learning disabilities in a preschool, classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of Individual Education Plans (IEPs).

Assist with the preparation of lessons and instructional materials for individual students as directed by the teacher.

Observe and monitor behavior of assigned students in the classroom according to approved procedures; monitor assigned students during lunch, recess and outdoor activities as directed; accompany assigned students on field trips and during special events; assist with yard duty assignments as directed.

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; confer with the teacher concerning lesson plans and materials to meet student needs; assist students in completing classroom assignments, homework and projects in various subject areas; may serve as a one-on-one instructional assistant for students with more severe special learning needs.

Collect and maintain data; monitor and record anecdotal student progress toward IEP goals; input data into an assigned software program.

Assure student understanding of classroom rules and procedures; explain words and concepts as necessary; assist students with meeting IEP goals and objectives; report progress regarding student performance and behavior.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; grade student tests and assignments; assist students with test preparation skills; administer and proctor various tests as directed; record grades; maintain student attendance, records, notes and files as assigned.

Assist students in the operation of a variety of instructional technology; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assist in shaping student's behavior, development of appropriate social and adaptive behaviors through positive reinforcement and other strategies; assist in training students to use replacement behaviors and to develop social, coping and daily skills needed to function in the classroom and in social situations; redirect student behavior according to established techniques and procedures.

Operate a variety of classroom and office equipment including a copier, computer and assigned software as assigned.

Provide classroom support to the teacher by setting up computers, work areas, learning centers and displays, and distributing and collecting paper, supplies and materials; assist with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment.

Assist students with personal hygiene; wash hands and faces; toilet students and change diapers and clothing as necessary; assist students with eating activities.

Escort students to and from designated locations as directed; push students in wheelchairs; assist students with adaptive devices as needed; load and unload students on buses as directed.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Confer with teachers concerning programs and materials to meet individual student needs and provide high quality learning options and activities; communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns related to student activities and behavior.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured students; refer children to the health office as needed.

Attend meetings, conferences, and training sessions as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices related to children with special learning needs.

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom activities.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable Educational laws, codes, regulations, policies and procedures related to position.

Problems and concerns of students with special education needs.

Behavior shaping management strategies and reinforcement techniques utilized with students exhibiting atypical social behaviors.

Nonviolent Crisis Intervention techniques.

Classroom procedures and appropriate student conduct.  
Operation of standard office and classroom equipment.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic record-keeping techniques.  
Basic first aid/CPR techniques.

**ABILITY TO:**

Assist with instruction and related activities in a classroom or assigned learning environment.  
Reinforce instruction to individual or small groups of special education students as directed by the teacher.  
Perform a variety of clerical duties in support of classroom activities.  
Learn guidelines and materials related to the reading program as assigned by the position.  
Assist in the preparation of instructional materials and implementation of IEPs.  
Read books to students and assist with reading and writing activities as assigned.  
Understand and follow oral and written directions.  
Demonstrate an understanding, patient and receptive attitude toward students with special needs.  
Establish and maintain cooperative and effective working relationships with others.  
Assist students with personal hygiene, feeding, toileting, diapering, social and self-help skills as assigned.  
Lift students in and out orthopedic equipment, position and reposition students as needed.  
Communicate effectively both orally and in writing.  
Monitor, observe and report student behavior and progress according to approved policies and procedures.  
Operate standard office and classroom equipment.  
Observe health and safety regulations.  
Maintain records and files.  
Administer first aid/CPR as required.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one experience working with school age children in organization setting or learning environment. Some experience working with students with special learning needs preferred. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certification within six months of employment.  
Incumbents in this classification may be required to complete Nonviolent Crisis Intervention (CPI) training within six months of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and outdoor environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Seeing to read a variety of materials and monitor student activities.  
Hearing and speaking to exchange information.  
Pushing children in wheelchairs as assigned by the position.  
Lifting and moving children as assigned by the position.

Employee\_\_\_\_\_Date\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.