



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: INSTRUCTIONAL ASSISTANT II
REPORTS TO: School Principal **SITE:** All Schools
CLASSIFICATION: CSEA Bargaining Unit **WORK YEAR:** SDO (182 Days)
SALARY: Range 34 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: February 22, 2018

JOB SUMMARY:

Under general supervision, provide assist teachers or other certificated staff in the instructional support and supervision of individual students and/or small groups of students in a variety of subject areas. Perform a variety of support activities related to behavior management and classroom instruction of special education students; assist students with performing academic daily living and special health care activities as assigned; and perform related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this class require practical knowledge of standard procedures acquired through moderate training and experience. The classroom teacher provides non-recurring assignments by indicating task assignment, deadlines to be met, and assignment priority. The employee uses initiative in carrying out recurring assignments independently, without specific instruction, but refers deviations, problems, or unfamiliar situations not covered by instructions to the teacher. All confidential situations should be deferred to the teacher, and/or administrator. Personal and group contacts are made with students, parents, and school district staffs to obtain, clarify, or give and receive facts and information.

ESSENTIAL FUNCTIONS:

Perform any combination of the essential functions of the Instructional Assistant I and the essential functions listed below. This position description is not intended to all inclusive of the duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

In Special Education:

1. Provide instructional assistance in academic and social skill development; modify assignments and activities to meet the needs of assigned special needs student(s) and reinforce instruction.
2. Observe and monitor behavior of students according to approved procedures and assist teacher with behavioral issues and classroom management; and participate in team meetings.
3. Assist students in completing classroom assignments, homework and projects in various subject areas; assure students understanding of classroom rules and procedures; and assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
4. Assist students with physical hygiene activities, such as feeding, dressings, toileting/diapering, and changing soiled clothing as needed which may include catheterization, tracheotomies, suctioning, postural drainage, colostomy care, and tube feeding..
5. Perform specialized health care procedures under direct supervision.
6. Attend Individual Educational Plan (IEP) conferences and associated meetings.
7. Assist therapists with special services.
8. Accompany students to classes and other school activities on and off campus; monitor student activity at school including homework assignments; monitor students during outdoor eating, community-based instruction, field trip and various other activities as assigned; monitor and report progress regarding student performance and behavior.
9. Assist teacher with preparation of instructional materials; and perform classroom related clerical duties as assigned.
10. Push manual wheelchairs; lift students in and out of wheelchairs and back in for bathroom breaks and exercise sessions.

11. Instruct students concerning laboratory procedures and use of materials.
12. Escorts students to and from buses, classes and other locations as assigned; lift students in and out of wheel chairs and other equipment; load and unload students on and off of buses; accompany and assist students in mainstreamed classes and take notes as requested.
13. Assist students with adapted physical education, positioning, developing motor skills and related exercise as required. Utilize adaptive equipment; assist students with developing independent walking and mobility skills.
14. Assist with the implementation of positive behavioral and educational plans for identified students.
15. Implement positive behavior intervention strategies and emergency behavior interventions for students.
16. Intervene in emergency situations involving aggressive or uncontrolled behavior.
17. Assist students with mental and physical disabilities to develop life skills; performing and developing independent living; and self-help skills as assigned.
18. Coach, monitor and assist students in workability visiting job sites; provide assistance to students for completing applications and interviewing; assist students with problem solving, and other activities to enhance job training and independent skills.
19. Assist students with the development of social skills; in community vocational training including transportation; and money-counting skills as directed.
20. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform the essential functions of Instructional Assistant I as well as the essential functions listed above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

DESCRIPTION:

This position is currently assigned to various school sites; however, this assignment may be subject to change because of employee transfer or changing District need.

EDUCATION AND EXPERIENCE:

Satisfy at least one of the following:

- Completion of two years of higher education study.
- Possession of an Associate's or higher level degree.
- Pass a local assessment that demonstrates knowledge of, and the ability to assist, teaching reading, writing, and mathematics.
- Two (2) years of experience tutoring students or working as a teachers' aid in a classroom.

REQUIRED QUALIFICATIONS:

- Valid certification in basic First Aid and CPR issued by an authorized agency.
- Position may require bilingual fluency & skills.

KNOWLEDGE OF:

- Acceptable knowledge of a range of high school courses including but not limited to math algebra, science, English, history/civics, and writing.
- Designed academic language, and/or specialized area of learning sufficient to instruct students at specified level of achievement.
- Child guidance principles and practices related to children with special education needs.
- Problems and concerns of students with special needs.
- Safe practices in classroom activities.
- Effective methods to tutor students in standard academic subjects.
- Techniques to motivate students to produce their best work.
- Classroom procedures and appropriate student conduct.
- Methods, techniques and procedures utilized in the care of severely handicapped children.
- Correct English usage, spelling, grammar, punctuation and vocabulary.

- Basic computer operations and word processing software including Microsoft Word (current version).
- Excel and the Aeries Student Information System programs are preferred.
- General record keeping and multi-tasking skills.
- Congenial telephone and communications skills.
- First aid and CPR procedures.

ABILITY TO:

- Carry out health related duties.
- Assist an assigned teacher in caring for and reinforcing instruction to individual or small group of special education students in a classroom or other learning environment.
- Assist students with developing and performing social, independent living, communicative, self-help and learning skills and activities.
- Communicate effectively with school staff, students and parents.
- Work effectively with students who have different academic skill levels.
- Demonstrate skill in oral and written communication.
- Use tact and discretion in handling confidential information.
- Demonstrate an understanding, patient and receptive attitude towards students with disabilities.
- Work with students from a diversity of socio-economic and socio-cultural backgrounds.
- Develop a positive rapport with students and parents.
- Read and write at a level sufficient to tutor high school subjects.
- Understand the needs and learning styles of students including special education students.
- Organize materials to help students achieve educational objectives.
- Write routine reports and correspondence; maintain detailed reports.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Exercise sound judgment and work effectively under pressure to remain calm and patient in stressful situations.
- Establish on-going contacts with key people to improve communications and assure that necessary, complete and current information is provided to: Counselors, Assistant Principals, Principal, Administrative Assistant, Dean, Data Analyst, Attendance Clerks, Health Clerk, Safety School Advocate, and College and Career Advisor.
- Analyze situations accurately and adopt an effective course of action.
- Follow directions and function within school policies and procedures.
- Observe health and safety practices and procedures.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Administer first aid and CPR.

WORKING CONDITIONS:

- Classroom and outdoor work environment both on and off school campus.

HAZARDS:

- Contact with blood and other body fluids.
- Potential for contact with bloodborne pathogens and communicable diseases.
- Contact with dissatisfied or abusive individuals.

PHYSICAL REQUIREMENTS:

- Vision sufficient to read fine printed material.
- Seeing to read a variety of materials and monitor student activities.
- Sufficient hearing and speech ability to carry on conversations in person and over the phone.
- Mobility sufficient to move about the campus and during off campus excursions and field trips.
- Stamina sufficient to sit or stand for long periods of time.
- Manual dexterity sufficient to write legibly and operate standard office and classroom equipment.
- Upper and lower body strength sufficient to lift and transfer students (weighing 40-50 lbs. without assistance, 80+lbs with assistance.)

- Upper body and arm strength sufficient to push students in wheelchairs around campus, in the community and on field trips.
- Ambulatory ability sufficient to walk with students on campus and in the community for up to 60 continuous minutes, and ascend stairs, wheelchair ramps, and inclines.

LICENSE AND OTHER REQUIREMENTS:

- May require a valid driver's license.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.
- Must provide a valid Activity Supervisor Clearance Certificate (ASCC).

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.