

## Instructional Assistant- Related Services

### **DEFINITION:**

Under the direction of the Director of SELPA and Student Support Services or designee. The Instructional Assistant - Related Services is an itinerant position and is established for the purpose(s) of working with individual/groups of student who receive related services through their Individual Education Plan (IEP). These services may include educational support and/or therapy through Speech Language Instruction (SLI), Deaf-Hard of Hearing (DHOH), Augmentative Alternative Communication (AAC), and Assistive Technology (AT).

### **QUALIFICATIONS:**

#### Education:

High School Diploma or equivalent  
AA Degree, 48 units beyond the high school diploma, or successful completion of the District or County Instructional Assistant Proficiency Test in reading, math, and writing per the federal No Child Left Behind Act.

#### Certifications:

CPR and First Aid certification required

#### Other:

Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

- Consults and provides assistance for students and staff on educationally related Assistive Technology
- Assists staff with preparation of teaching materials
- Assists in the monitoring and proper functioning of equipment designated to assist or accommodate students
- Assists with the instruction and supervision of students in school and community settings
- Assists with record-keeping, safety, maintenance of supplies and equipment
- Other related duties as assigned

### **DISTINGUISHING CHARACTERISTICS:**

#### The ability to:

- communicate effectively in verbal and written communications
- knowledge of concepts of grammar and punctuation
- knowledge of stages of child development and learning styles
- learn about equipment /devices and train others on their use/applications
- operate standard office equipment including pertinent software applications
- prepare and maintain accurate records
- problem solve and work with a variety of constituents
- schedule activities, collect data, and use job-related equipment

- maintain confidentiality and work as a team
- work independently with constant interruptions

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.