



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** INSTRUCTIONAL ASSISTANT I – SPECIAL EDUCATION/ELD/Adult School  
**REPORTS TO:** School Principal/Assistant Director of Adult School **SITE:** All Schools  
**CLASSIFICATION:** CSEA Bargaining Unit **WORK YEAR:** SDO (182 Days)  
12 Month for Adult School  
**SALARY:** Range 32 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** February 22, 2018

---

#### **JOB SUMMARY:**

Under general supervision, 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; monitor student behavior and performance; and perform classroom related clerical duties as assigned. The emphasis of the position is on providing direct assistance to students, not on clerical support.

#### **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 what is to be done, 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. Personal contact is 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 shown below. This position description is not intended to be 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 to students in a variety of academic areas in special education and mainstream classes.
2. Assist students in completing classroom assignments; homework and projects in various subject areas; assure student understanding of classroom rules and procedures; and assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
3. Observe and monitor behavior of students according to approved procedures and assist teacher with behavioral issues and classroom management.
4. Assist teacher to prepare instructional and test materials.
5. Assist teacher/department to schedule IEP meetings, contact IEP members, file paperwork, provide correspondence and other related duties on a limited basis not to exceed 5 hours per week.
6. Work closely with teachers and administrators in the observation, evaluation and communication of individual student progress toward goals and objectives.
7. Accommodate students in a variety of ways including note taking, reading out loud, organizing material, reviewing lesson plans, and guiding effective study practices.
8. Assist teacher with maintaining records and files related to students and classroom activities.
9. Assist the teacher in supervising and directing students' learning activities during instructional periods.
10. Assist in the supervision of students to maintain a safe environment conducive to learning.

11. Participate in District-wide testing and common assessments.
12. Participate in department meetings and on-site professional development.
13. Escort students to and from buses, classes and other locations as assigned; push student wheelchairs; accompany and assist students in mainstreamed classes and take notes as requested.
14. Assist with the implementation of positive behavioral and educational plans for identified students.
15. Implement positive behavior interventions strategies and emergency behavior interventions for students.
16. Advise and model positive behavior.
17. Assist with strategies that focus on helping students to learn how to control aggression/anger, enhance communication and social and interpersonal skills, improve daily living skills, impulse control, peer relations, problem solving and improve community responsibility.
18. Assist in monitoring class dynamics, and assist in addressing disruptive behavior immediately.
19. Perform related duties as assigned.

**In English Language Development (ELD):**

1. Assist the teacher in supervising and directing students' learning activities during instructional periods.
2. Participate in District-wide testing and common assessments.
3. Grade student tests and assignments as assigned; maintain records and student files related to attendance, grades progress, behavior and assigned activities; prepare mandated reports and documentation as required.
4. Participate in department meetings and on-site professional development.
5. Include Special Education essential functions 1-19 above, if applicable.

**In Child Development Program Pre-School:**

1. Assist the teacher in supervising and directing students' learning activities during instructional periods.
2. Oversee students pre-school program and children.

**In Adult School:**

1. Assist in the orientation of students.
2. Assist in working one to one with students.
3. Reinforce instruction for individual or small groups, and assist small groups with curriculum.
4. Perform a variety of clerical tasks for the classroom teacher which may include assistance with attendance and photocopying materials.

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform the essential duties 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, administrators, the Board of Trustees, 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. Classroom Instructional Assistant I assigned to the Adult School, locations and times will vary depending upon program need.

**QUALIFICATIONS:**

**Education/Training Experience**

- Equivalent to high school diploma. Completion of two years of higher education study OR possession of an Associate's or higher level degree, OR pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

- One (1) year of experience tutoring students or working as a teachers' aid in a classroom.
- Successful experience demonstrating tact, courtesy, positive attitude and maintaining cooperative relationships with those contacted during the course of work.
- Child development education course is preferred.

**REQUIRED QUALIFICATIONS:**

- Valid certification in basic First Aid and CPR issued by an authorized agency.
- Position may require bilingual fluency and 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 Student Information System programs are preferred.
- General record keeping and multi-tasking skills.
- Congenial telephone and communications skills.
- Proficient knowledge of Spanish – oral and written – for personnel assigned to the ELD Department.
- First aid and CPR procedures.

**ABILITY TO:**

- 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 are at 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.

**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 carry weighing 20 lbs.
- Upper body and arm strength sufficient to push students in wheelchairs around campus, in the community and on field trips.

**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 valid Activity Supervisor Clearance Certificate (ASCC), if applicable.

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.