

COLTON JOINT 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 enrolled in special education classrooms designated as Special Day Class (SDC), Transitional Opportunity Class, Resource Specialist Program (RSP) or general education classes; assist in the preparation of instructional materials and implementation of Individual Education Plans (IEPs); provide community based instructional and behavioral support to assigned students perform a variety of routine clerical duties; assist students with performing and developing proper social behavior, independent living, personal hygiene and self-help skills.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of lesson plans, Individual Education Plans (IEP); assist in the presentation and preparation of learning materials, lesson plans, instructional exercises; assist students in reaching IEP academic, emotional, social, physical and behavioral goals and objectives.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; explain words and concepts as necessary; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior; assist students with spelling and writing exercises and assignments; participate in related reading program development training activities.

Assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson plans and materials to meet student needs.

Provide a variety of instructional and behavior assistance to individual students one-on-one in support of special education instructional programs; assist in shaping appropriate student behavior through redirection and positive reinforcement and other strategies.

Accompany students to and from designated locations, community based outings, work sites using public transportation; monitor safety of students in a variety of indoor and outdoor travel settings including educational, vocational and community based settings.

Assist students in developing self-advocacy, independent travel and strategies to adapt to unfamiliar places and situations including walking safely to destination, using public transportation and complying with traffic signals and street signs.

Train and supervise students at job sites; demonstrate job tasks and model work ethics for assigned students; serve as a liaison between students, employers, and teachers; maintain data related to student jobs and timecards.

Reinforce independent living and self-help skills instruction to individual or small groups of special education students enrolled in the Transition Opportunity program; assist students with performing and developing cooking, shopping, laundry, budgeting and cleaning skills; assist students in developing proper money handling and coin recognition.

Perform a variety of clerical and supportive duties related to classroom activities such as preparing, typing, duplicating, filing and distributing instructional materials; assist the teacher with maintaining records, logs and student files related to attendance, grades, progress, behavior and assigned activities.

Assist students with performing and developing proper social behavior, personal hygiene and self-help skills; assist students with eating activities; assist students with personal hygiene and grooming that could involve lifting and or transferring and other personal care activities as required; toilet students and change diapers and soiled clothing as assigned by the position.

Observe and control behavior of students in the classroom according to approved procedures; monitor and interact with students during outdoor, field trips, and other recreational activities as directed.

Assist students with test preparation skills; administer various tests as directed; prepare mandated reports and documentation as required.

Assist students in the operation of a variety of instructional technology; assist students in the computer lab with instructional support software, equipment and materials; facilitate effective communication for students using assistive hearing and language technology.

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

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

Provide classroom support by setting up work areas and displays, and distributing and collecting papers, supplies and materials.

Operate a variety of office and classroom equipment including a copier, computer and assigned software; assist students in the operation of a variety of instructional aids, kitchen appliances; multimedia, computer assisted instructional programs and other adaptive equipment, assistive devices or mobility related equipment.

Administer basic first aid and CPR as needed; refer or escort children to the health office as needed.

Attend meetings, conferences, and in-service 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 education needs.

Young Adult growth, development and behavioral characteristics of students with special needs.

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

Community based instructional and behavioral support programs.

Basic principles of American Disabilities Act (ADA).

Methods of career and vocational education and demonstration of related training techniques.

Applicable academic, vocational and community based educational curriculum.

Basic instructional methods and techniques.

General remediation strategies involved in the enhancement of student speech, language and articulation skills.

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

Problems and concerns of students with special education needs.

Classroom procedures and appropriate student conduct.

Safe practices in classroom and playground activities.

Operation of standard office and classroom equipment including a computer.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Basic first aid and 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.

Assist students with completing exercises, drills and assignments designed to enhance speech, language and articulation.

Assist in the preparation of instructional materials and implementation of IEPs.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Train students in vocational, academic and community based skills.

Understand and relate to students with special needs.

Assist students with self-help, personal hygiene and independent living skills as assigned.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Demonstrate an understanding, patient and receptive attitude toward special education students.

Read books to students and assist with reading and writing activities as assigned.

Monitor, observe and report student behavior and progress.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer.

Observe health and safety regulations.

Administer first aid and CPR as needed.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school and completion of a minimum of 48 semester units or an Associate's degree or higher from a regionally accredited college/university.

Experience: One year of experience working with school age children in an organized setting or learning environment.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certification within six months of employment.

Some incumbents may be required to be proficient in English and a designated second language and pass an oral and/or written proficiency test in a designated second language.

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.

HAZARDS:

Potential for contact with blood and other bodily fluids.
Potential for contact with blood-borne pathogens and communicable diseases.