

CARDIFF SCHOOL DISTRICT  
**INSTRUCTIONAL ASSISTANT II, SPECIAL EDUCATION**

**DEFINITION:**

Under the direction of a certificated teacher, assist in providing instructional/behavioral assistance to individual or small groups of students in an assigned special education classroom; perform a variety of clerical duties in support of classroom activities.

**DISTINGUISHING CHARACTERISTICS:**

Positions assigned to this classification may be found in an assigned special education classroom. This classification differs from that of Instructional Assistant I in that incumbents at the lower level work under direct supervision of a certificated teacher and are not assigned program planning or lead responsibility.

**TYPICAL DUTIES:**

- Tutors individual or small groups in a designated special education classroom; assists in preparing and modifying instructional materials and learning aides; monitors and assists students during tests, drills, practice, and study activities;
- Provides support to the resource specialist by preparing for daily activities, setting up work areas, displays, and exhibits; distributes and collects papers, supplies, and materials; assists with gathering materials for projects and preparing handouts, folders, and classroom worksheets.
- Performs a variety of clerical duties such as preparing, typing, and duplicating instructional materials, scoring papers, and recording grades; prepares and maintains student and class records as directed.
- Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior;
- Directs group activities of special education students as assigned; assists staff in supervision at assemblies, on field trips, and in lunch and play areas;
- Assures the health and safety of students by following health and safety practices and procedures; assists in maintaining a clean and orderly classroom environment;
- Administers first aid and follows emergency procedures as necessary;
- Operates instructional and audio-visual equipment; operates a computer and other office equipment as assigned;
- Participates in staff meetings and in-service trainings as assigned.
- Follows and plans predesigned behavioral strategies set forth in student IEP
- Performs other duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Basic instructional/tutorial methods and techniques related to children with special education needs
- Problems and concerns of students with special needs
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading
- Correct English usage, grammar, spelling, punctuation, and vocabulary

- Classroom procedures and appropriate student conduct
- Safe practices in classroom and playground activities
- Record-keeping techniques
- Operation of instructional and office equipment, including computers and software
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Board and school policies with regard to standards of student conduct on a public school campus

**Ability to:**

- Assist a certificated teacher in providing instruction to individual or small groups of students in an assigned special education program
- Reinforce instruction to students with disabilities
- Print and write legibly
- Add, subtract, multiply, and divide quickly and accurately
- Understand and follow oral and written instructions
- Communicate effectively orally and in writing
- Work confidentially with discretion
- Learn the procedures, functions, and limitations of assigned duties
- Monitor and discipline student behavior according to approved policies and procedures
- Demonstrate an understanding, patient, and receptive attitude toward children with special needs
- Work well with students, school staff, parents, and others
- Operate instructional and office equipment, including computers and associated software.

**EDUCATION/EXPERIENCE:**

Any combination of education, training, and/or experience that demonstrates the ability to perform the required duties. A typical qualifying background would include:

- passage of a District examination for this classification  
**OR**
- 48 college/university semester units or equivalent quarter units  
**AND**
- experience working with children and/or students, including experience in an organized setting. Experience working with special education students is desirable.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to see to perform assigned duties; hear and speak to exchange information; stand or sit for extended periods of time; possess dexterity of hand and fingers to operate assigned equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift light objects.

**WORK ENVIRONMENT:**

Special Education classroom or other learning environment.