

**SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT****DEFINITION**

The special education instructional assistant assists the teacher in ways determined by the teacher to be useful in improving the quality of educational opportunities, including clerical duties, the supervision of pupils, and instructional tasks which, in the judgment of the teacher may be performed by a noncredentialed employee. The work need not be performed in the presence of the teacher, but the teacher retains responsibility for the instruction and supervision. The assistant shall not assign grades to pupils or give out any personal information concerning any pupil to any person other than teachers, administrators, or Special Education staff members in the school which the pupil attends.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are less than 8 hours. These positions are authorized only in connection with established special education classes where students have behavioral, physical, language or learning disabilities, with a wide range of ages and ability levels.

**ESSENTIAL FUNCTIONS**

Assists individuals or small groups of individuals with assignments under the supervision of the teacher.

Prepares special teaching demonstrations using a variety of aides and techniques to reinforce skill or learning.

Participates in classroom discipline or behavior management programs; consults with the teacher regarding lesson plans, work schedule and evaluation of student progress.

Assists with a variety of record keeping activities such as attendance, lunch count and daily charts of student progress.

Provides instruction in community integration skills such as safe walking and street crossing, utilization of public transportation, shopping, as well as how to interact with non-handicapped persons.

Assists in monitoring a variety of tests; corrects tests and work sheets.

Supervises students during mainstreaming activities with non-handicapped peers in campus activities and cross-age tutoring.

Organizes work areas and assembles learning materials, study aids, art supplies, or assignment folders; assists in keeping study areas orderly; may order supplies or audio visual materials; inventories classroom supplies, books or equipment.

May assist students in working with computers.

Perform other duties as assigned.

**QUALIFICATIONS**

Successful completion of the District Instructional Assistant Proficiency Test.

**Knowledge of:**

Correct English usage, spelling, grammar, and punctuation; games, arts and crafts, and other activities suitable for physically and mentally challenged students; the social and educational needs of physically and mentally challenged students; basic math operations; first aid practices.

**Ability to:**

Work effectively with a wide variety of personalities and situations requiring tact, judgment, stability, and poise; relate effectively with physically and mentally challenged students; organize and supervise students in games, play, or group activities; understand and follow oral and written instructions; keep records and write reports; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation.

**Experience:**

Experience in supervising/organizing children's activities; experiences with students in school settings are desirable but not required; experience in a classroom designed for physically and mentally challenged students is highly desirable but not required.

**Education**

Equivalent to the completion of the 12th grade. Courses and/or inservice in psychology, behavior modification, sensory-motor integration, language development, recreation, or related fields are highly desirable.