JOB DESCRIPTION
Tahoe Truckee Unified School District

INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION

Purpose Statement:

The job of Instructional Assistant Special Education is done for the purpose/s of assisting assigned teaching personnel in the supervision and instruction of physically/emotionally handicapped and/or learning disabled students as assigned; and performing classroom clerical tasks in support of the instructional process.

This job reports to Instructional Assistant Special Education

Essential Functions

- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Administers, under supervision, first aid and assistance to medically fragile children (e.g. feeding, toileting, diapering, tooth brushing, personal hygiene, etc.) for the purpose of providing required care for assigned students.
- Assists students, individually or in groups, with lesson assignments (e.g. regular classroom, library, computer lab, cafeteria, recess, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Collaborates with teachers, parents, counselors, etc. for the purpose of developing behavioral plans and/or modifying curriculum.
- Implements, under the supervision of assigned teacher, instructional/behavioral programs and lesson plans (e.g. deterrents, intervention, redirection, positive reinforcement, lesson plans, activities, etc.) for the purpose of assisting the teacher in improving students' academic and life skill success through a defined course of study.
- Lifts students for the purpose of repositioning students and/or transferring to/from wheelchairs.
- Maintains files and records (e.g. student logs, etc.) for the purpose of ensuring up-to-date reference trail.
- Modifies curriculum and classroom materials for the purpose of enhancing student success.
- Monitors individual students for the purpose of ensuring a safe and positive learning environment.
- Performs record keeping and clerical functions for the purpose of supporting the teacher in providing classroom materials.
- Prepares written materials (e.g. letters, memos, permission slips, class notes, etc.) for the purpose of conveying information.
- Provides sensory integration for the purpose of calming students and diffusing tension.
- Researches computer software and equipment for the purpose of recommending purchases to enhance student success.
- Responds to inquiries for the purpose of providing information or referring to appropriate personnel.
- Restrains students as necessary for the purpose of preventing injury and/or diffusing emotional outbursts.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. inservice training, workshops, IEP's, etc.) for the purpose of receiving and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities; and stages of child development

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; exhibiting patience and compassion; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test
Physical Capacities Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening

FLSA Status	Approval Date	Salary Grade
Non Exempt		Classif. 11