

CLASSIFIED JOB DESCRIPTION

**INSTRUCTIONAL ASSISTANT-SPECIAL NEEDS
DEMONSTRATION PROJECT**

JOB SUMMARY:

Under the direction of the Early Intervention Program Manager, provides parents/guardians of children 0-5 years old, services and resources to ensure that their children enter school ready to succeed.

The Chula Vista Special Needs Demonstration Project is a grant funded by the First 5 Commission.

ESSENTIAL JOB FUNCTIONS:

- Recruits and notifies parents/guardians of Special Needs Demonstration Project opportunities for their children.
- Screens children ages 0-5 to determine special needs.
- Conducts home-based visits.
- Provides parents/guardians with information on community support services and resources.
- Facilitates parenting and "mommy and me" type classes.
- Acts as a liaison between families, schools, community, and Family Resource Centers.
- Maintains inventory and record of project participants.
- Attends interagency and Special Needs Demonstration Project staff meetings.
- Performs other duties as assigned.

ESSENTIAL PHYSICAL ACTIVITIES:

- Sufficient stamina and ability to stand, walk, run, sit on the floor, squat, crawl, climb, twist, and reach on a daily basis to perform various activities in classes and home visits.
- Sufficient strength to lift, move, and/or carry a preschool-aged child up to 40 pounds and various items up to 25 pounds; hearing sufficient to understand and engage in normal conversations; sufficient visual acuity to read text in a wide variety of typed and written formats; clarity of speech sufficient to explain concepts to children and adults; and mobility sufficient to walk to homes/apartments and climb a flight of stairs.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- High school diploma or GED required.
- Ability to establish and maintain effective working relationships with adults and children of varying backgrounds.
- Perform a variety of above-average, complex tasks.

- Understand and carry out oral and written instructions, prepare reports as required, and use good grammar.

Classified Salary Schedule: Range 16
BOARD APPROVED: 8/15/06
REVISION DATES: 7/17/23
08/09/2023