

CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

JOB SUMMARY:

Under immediate supervision, performs required duties related to instruction while assisting in the classroom, and in other learning environments. May also perform a variety of clerical or other supportive duties, may provide services to students in a language other than English; performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Assists teachers by working with individual students on a one-to-one basis and/or with small groups of students to reinforce and enhance the various learning activities.
- Prepares learning materials.
- Assists in classroom clerical duties.
- Demonstrates and models learning and appropriate social behaviors.
- Maintains a positive attitude towards students.
- Supports established classroom or teaching routines.
- Operates computer or Audio Visual equipment.
- Maintains consistent behavioral management and modifications as established by the classroom teacher.
- Plans instructional program under classroom teacher's direction.
- Maintains confidentiality of all information related to students.
- Transports students to and from designated locations, e.g., bus, lunch, restroom, playground.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to establish and maintain effective working relationships with students and adults; perform a variety of complex tasks; understand and carry out English oral and written instructions; prepare reports as required.
- Knowledge of correct language usage, spelling, grammar, and punctuation. California State law requires that all personnel working in an instructional setting must demonstrate high school proficiency in the areas of reading, writing and mathematics. Applicants must pass a proficiency examination before they can be considered for a position as an Instructional Assistant.
- High school diploma or GED required. Preferably supplemented by two years' college course work in childcare specialization or equivalent.

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Classified Salary Schedule: Range 18
BOARD APPROVED: 08/19/97
07/01/15
07/05/16
09/12/18
08/10/22
07/17/23
08/09/2023