

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: INSTRUCTIONAL PROGRAM ASSISTANT (Range 14)

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of independent instructional and clerical work in support of an assigned instructional program; assist special education students with a variety of learning, physical and job training needs.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of independent instructional and clerical work in support of an assigned instructional program; communicate with instructors, administrators and students related to individual education plan objectives. *E*

Assist physically handicapped students in special projects according to established procedures; assist students in mobility exercises, walking, sitting and others. *E*

Communicate with a variety of personnel, including teachers, administrators and outside organizations and provide information related to program objectives; answer telephones, take messages and respond to questions; contact employers and receive payroll and employment information for program students as assigned. *E*

Paste, cut, color, paint and enlarge instructional materials such as tests, study sheets, maps, textbooks, library books, charts and graphs for visually handicapped students. *E*

Maintain and assist physically handicapped students during play periods and lunch time; feed children and assist with utensil usage and handling; assure safe and proper feeding practices; brush teeth and launder bibs; clean dishes and tables. *E*

Assist employers with student job performance evaluations; prepare copy for teacher review and file in students file. *E*

Maintain inventory of books, supplies and materials; type requisitions for purchase orders and submit to appropriate personnel for signature and approval; maintain related records. *E*

Assist students with various toileting procedures; remove, change and dispose of diapers; lift and carry students from changing tables as necessary. *E*

Attend a variety of monthly meetings, conferences, and other gatherings; travel to District sites to conduct work. *E*

Participate in student group activities as assigned; read stories and sing songs; assist in art activities, including gluing, painting and others; assure safe activity.  
Prepare and maintain a variety of records and reports.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Child guidance principles and practices related to children with special education needs.  
Safe practices in classroom activities.  
Problems and concerns of students with special needs.  
Record-keeping techniques.  
Telephone techniques and etiquette.  
Interpersonal skills using tact, patience and courtesy.  
Proper lifting techniques.

**ABILITY TO:**

Perform a variety of independent instructional and clerical work in support of an assigned instructional program.  
Assist special education students with a variety of learning, physical and job training needs.  
Reinforce instruction to individual or small groups of students as directed by the teacher.  
Perform clerical duties related to classroom activities.  
Understand and relate to children with special needs.  
Maintain records and files.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years experience working with school age children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test).

**WORKING CONDITIONS:****ENVIRONMENT:**

Specialized classroom environment.

**PHYSICAL ABILITIES:**

Seeing to monitor students.  
Hearing and speaking to communicate with students and instructors.  
Lifting heavy equipment and students.  
Dexterity of hands and fingers to manipulate specialized apparatus and to operate audio-visual and educational training equipment.  
Bending at the waist, kneeling or crouching.  
Standing and walking for extended periods of time.  
Pushing or pulling wheelchairs.

**HAZARDS:**

Exposure to anti-social behavior.  
Exposure to bodily fluids and infectious diseases.