

INSTRUCTIONAL ASSISTANT/SPECIAL EDUCATION I

(May be eligible for: Medical Stipend 6% if primary or 2% if backup)

JOB SUMMARY:

Under the general direction of the school principal, assists with training and learning activities for children experiencing special learning needs. Provides basic clerical support and other types of supportive activities for instructional personnel.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other instructional assistant classifications in that the primary responsibility is working with students in the District's Resource Specialist Program or Special Day Class/Mild-Moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists students with needs individually or in small groups; reinforce and follow-up learning activities; confers with teachers on assigned subjects to insure coordination of instructional efforts; direct students into safe learning activities and functions and assists in shaping of appropriate social behaviors; assist in management of student behavior through use of positive reinforcement strategies and techniques; assist in the development of a variety of instructional materials and learning aids; operate and assist students in operation of a variety of instructional media; monitor and assist in remediation of specific learning problems; administer medication in accordance with specific medical instruction when directed, performs routine first aid which may include aiding children experiencing seizures or respiratory problems; requests appropriate assistance for serious pupil injury or illness; maintain or assist in maintaining an orderly, attractive and positive learning environment; may assist in the development of communication skills with children who experience language and hearing disorders; assist when necessary with physical activities and therapy, including diapering, toilet training, feeding, and other self help skills; supervises students during class activities, in the library, on field trips, and at lunch and recess; may prepare students for going home and supervise bus loading; maintain and file student records, attendance reports and files including confidential student records and information; performs a variety of regular clerical duties, such as filing, typing, word processing, or duplicating materials.

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school or GED is required.

Must also show sufficiency in educational requirements by meeting one of the following requirements of the Every Student Succeeds Act of 2015 (ESSA), formerly known as the No Child Left Behind Act of 2001 (NCLB):

- Possession of two years of higher education (i.e., 48 units or more); **Or**
- Possession of an Associates Degree or higher from an institution of higher learning accredited as recognized by the Council for Higher Education Accreditation; **Or**
- Possession of proof that indicates you have passed the California Basic Educational Skills Test (CBEST); **Or**
- Obtain a passing score on the Fullerton School District Instructional Assistant Proficiency Assessment

- Training or coursework in child growth and development, special education, instructional technology, first aid/CPR, or related field desirable. CPR Certification must be acquired following hire.

Experience: Recent paid or volunteer experience in working with children or youth groups. Experience with children requiring a specialized learning environment desirable.

Knowledge of: The basic methods of instruction; special needs or requirements and effective behavior modification techniques relating to students with special needs; general concepts of child growth and development and child behavior characteristics; general knowledge of purposes and goals of district special education programs. English usage, punctuation, spelling and grammar; routine record keeping.

Ability to: Engage in strenuous physical activity as needed; learn and utilize basic methods and procedures to be followed in the special education instructional setting; provide specialized health care as needed; follow explicit professional instructions regarding the needs and activities of the students; implement behavior modification techniques with or without the presence of the special education teacher; manage student behavior and guide students toward more acceptable social behaviors; work effectively with students from preschool through eighth grade level; maintain effective and harmonious working relationships with students, parents, fellow employees, teachers and administrative staff; keep simple records; maintain confidentiality of sensitive information; utilize appropriate instructional materials and procedures; understand, communicate and follow oral and written instructions.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this special education instructional assistant series. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department/student assignment.

Work Environment: While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. The employee's primary responsibility is working with students in a special education program and may include working with students in a resource classes setting and/or students enrolled in a Special Day Class (SDC) with mild to moderate disabilities. Employees in this position may have a higher level of exposure to infection and physical injury from students. There is also frequent contact with staff and public. The noise level is moderate.

Physical Demands: The physical demands of this position include sitting and standing for extended periods of time. Dependent on class/student assignment the employee may frequently move or lift children weighing up to 50 lbs. unassisted from wheelchairs to tables or desks. Employees may lift and move students who may wear heavy braces, use wheelchairs and other assistive devices, assist students on or off a bus, either in a wheelchair or using some other mobility-assisted equipment. Frequent bending at the waist is required, as is kneeling, crouching, pushing and pulling to assist students with shoelaces, braces, floor exercises and pushing of wheelchairs with or without students up and down inclines, steps and on long walks. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run medical and instructional resource equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Instructional Assistant/ Special Education I Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	03/01/2007
Revised by the Personnel Commission:	06/17/2019
Revised by the Personnel Commission:	09/16/2019
Revised by the Personnel Commission:	06/23/2025