

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIAL DAY CLASS

BASIC FUNCTION:

Under the direction of a Principal, assist a certificated teacher in providing instruction to individuals or groups of students in an assigned special education program; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties in support of the instructional program.

REPRESENTATIVE DUTIES:

Assist a certificated teacher in providing instruction to students in an assigned special education program or related special education assignments. *E*

Provide instructional assistance to individuals or groups of special education students in a special class or when mainstreamed into regular classrooms; assist special and regular education students during classroom activities, lunch, physical education periods, recess and various other activities as directed. *E*

Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of special education students. *E*

Prepare instructional materials as directed by the teacher; create or modify materials to assist the learning process; administer assigned testing instruments; score a variety of tests and assist in maintaining student files and records as assigned. *E*

Provide support to the teacher by setting up work areas, displays, exhibits and bulletin boards; operate audio-visual equipment and educational training equipment; distribute and collect paper and supplies. *E*

Observe and control behavior of students according to approved procedures; report progress and problems regarding student performance and behavior to the teacher. *E*

Perform a variety of clerical duties such as preparing and duplicating instructional materials; maintain records including attendance, grades and test scores as assigned; maintain the confidentiality of records and information related to students and parents. *E*

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly learning environment. *E*

Assist students with special and daily activities such as using restroom facilities or

participating in other activities. *E*

Assist in loading and unloading of students from buses as assigned.

Assist with maintaining IEP records and files; attend and participate in IEP meetings as required; contact parents as directed or required.

Participate in staff meetings and in-service training programs as assigned.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Instructional Assistant - Special Day Class works under the direct supervision of the principal and general supervision of the teacher. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to special education students.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Principles and techniques of providing instructional assistance to groups of individuals in a variety of subject areas.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and conduct.

ABILITY TO:

Assist a certificated teacher with instruction in an assigned special education program.

Learn instructional techniques appropriate for students with learning disabilities and other problems.

Learn, apply, interpret and explain specialized mathematics, reading, writing and other tests for Special Education students.

Follow and modify lesson plans to fit individual student needs.

Demonstrate a patient, understanding and receptive attitude toward children with special needs, including those with disruptive emotional characteristics.

Prepare and complete student progress reports.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Work independently with minimal direction.

Communicate effectively with children, parents and adults.

Establish and maintain effective working relationships with students, parents, faculty and the public.

Understand and apply rules, regulations, policies and procedures.

Work confidentially with discretion.

Operate instructional and office equipment.

Perform clerical duties such as filing, duplicating and maintaining records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment; subject to constant interruptions from classroom activities.

PHYSICAL ABILITIES:

Seeing to monitor student behavior during classroom activities; hearing and speaking to exchange information related to classroom assignments; bending at the waist; kneeling; standing for extended periods of time; lifting and carrying heavy objects; pushing or pulling; dexterity of hands and fingers to operate audio-visual and other equipment.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: January 12, 1976

Policy Revised: March 3, 1981

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