

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT - RESOURCE SPECIALIST PROGRAM

BASIC FUNCTION:

Under the direction of an assigned Principal, assist a specialist in providing instruction to individuals or small groups of students in a special education resource learning environment; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

Tutor individuals or small groups of special education students, reinforcing instruction in reading, mathematics, language arts, science and other subjects as directed. *E*

Prepare lessons and instructional materials as directed; administer and score a variety of tests as assigned; review worksheets, workbooks and other assignments to evaluate student comprehension of concepts presented. *E*

Prepare a variety of special education forms and assist in maintaining files and records as required by the District and the State. *E*

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

Assist the instructional staff in supervising students inside and outside the classroom; direct group activities of students as assigned. *E*

Perform a variety of clerical duties such as preparing instructional materials, recording grades, taking roll, maintaining records and files and typing and duplicating classroom materials. *E*

Provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. *E*

Assist students by providing proper examples, emotional support and general guidance. *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*

Participate in 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 - Resource Specialist Program works under the direct supervision of the principal and the general supervision of the resource specialist. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to students with learning disabilities.
Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
Safe practices in classroom and playground activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Reading and writing communication skills.
Oral and written communications skills.
Interpersonal relations skills using tact, patience and courtesy.
Record-keeping techniques.
Classroom procedures and conduct.

ABILITY TO:

Assist the Resource Teacher with the instructional and related activities of a special education learning environment.
Demonstrate an understanding, patient and receptive attitude toward children with special needs.
Perform clerical duties such as filing, duplicating and maintaining simple records.
Print and write legibly.
Learn the procedures, functions and limitation of assigned duties.
Understand and follow oral and written directions.
Communicate effectively orally and in writing.
Read, interpret and follow rules, regulations, policies and procedures.
Establish and maintain effective working relationships with others.
Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school.

WORKING CONDITIONS:

ENVIRONMENT:

Special education resource classroom and related learning environments; exposure to anti-social behavior.

PHYSICAL DEMANDS:

Seeing to observe students; hearing and speaking to communicate with students and instructors; lifting heavy children; dexterity of hands and fingers to operate audio-visual equipment and typewriter; bending at the waist; reaching to maintain files; kneeling; standing and walking for extended periods of time.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: March 3, 1981

Policy Revised: April 4, 1995