NATOMAS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION:	Instructional Assistant IV, Special Education	**FLSA:**	Non-exempt
DEPARTMENT/SITE:	Office of the Chief Academic Officer	**SALARY GRADE:**	8
REPORTS TO:	Principal of Designee		

OVERALL OBJECTIVE AND SUMMARY

Under the direction of an assigned supervisor, perform specialized instructional support to individuals and groups of students having advanced and multiple special needs, specialized training on special topics, or coordination of district-wide programs.

The Level IV Instructional Assistants have advanced skills, knowledge, and training in alternative educational delivery techniques for students with profound special needs. Also applicable would be proficiency in and coordination of district-wide program or project.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists teachers in implementing lesson plans by providing positive learning experiences, including large or small group instruction and one-on-one support outside instructional time. May assist with classroom management, computer instruction, and other instructional support.
- May visit multiple school sites as directed to assist teacher(s) in the implementation of school programs.
- Administer informal assessment instruments, collect data, and maintain such records.
- Confer, as needed, with teacher(s) and other staff concerning behavioral supports, programs and interventions to meet student needs. Inform teacher(s) of any pertinent information concerning students and participate in meetings to share information about programs to which you are assigned, including as a member of site student study teams, when behavioral issues are a factor in student success.
- Collaborate with special education teachers to design and implement curriculum modifications and accommodations.
- May assist in organizing or participating in meetings to share information about student(s) and/or the special education program.
- Confer with teachers and specialists to develop and evaluate individual and group educational goals and objectives. Assist school site(s) with the implementation of special education programs as assigned.
- Assists students with certain hygiene functions including, but not limited to, toileting, diapering, and feeding.
- Escort assigned student(s) to and from events, classes, lunch, and other activities, and maintain supervision as assigned.
- Assist teaching staff and trains assistants or student assistants in the implementation of student learning programs.

- Coordinate training of instructional assistants and other school personnel in administration, scoring and recording informal achievement and diagnostic tests required by the programs. Assist in identifying student proficiency and placement.
- Implement classroom instruction modules at the request of a teacher. Apply technical/ professional knowledge of a subject to supplement regular curriculum and/or to assist students with learning difficulties.
- Coordinate, prepare, facilitate and conduct inservice training sessions for instructional assistants, teachers and resource staff. Assist administrative staff in organizing meetings. Participate in meetings to share information about programs to which assigned.
- Perform related duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Basic reading, writing, and math skills in order to assist students.
- Basic and specialized techniques for working with students with behavioral needs.
- The special education programs.
- Communication skills to interact in both formal and informal settings and with populations having difficulty with verbal and written communications.
- Recordkeeping and computer skills.
- School rules, policies, procedures, and behavior management techniques to ensure a safe and orderly environment.
- Interpersonal skills using tact, patience, and courtesy.
- A working understanding of child development principles, practices, and techniques.
- Basic understanding of the education and teaching methods is required.
- Training and leadership skills.
- Considerable communication skills to interact in both formal and informal settings with a wide variety of contacts.

Ability to:

- Understand District and school site organization, operations, and objectives.
- Implement activities and instructional goals and objectives with special education students.
- Interact with teachers, administrators, parents, and specialists in order to carry out assigned duties.
- Produce routine written program reports and correspondence.
- Assist in providing instruction to individuals or small groups of students in a classroom or other learning environment.
- Print and write legibly.
- Understand and follow oral and written directions.
- Communicate effectively with students and adults both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work with discretion and maintain confidentiality.
- Observe and manage student behavior according to approved policies and procedures.

- Operate instructional and office equipment, including computers, copiers, and audiovisual equipment.
- Assist teachers, counselors, administrators, and other support providers with the implementation of special programs and or instruction on special subjects.
- Recognize and meet the needs of special populations of students supported by the programs.
- Assess training needs, develop, and implement appropriate programs.
- Deliver instruction to individuals and classroom-sized groups.
- Work with special student populations.
- Pass a qualifying employee entrance evaluation.

PHYSICAL ABILITIES

This position requires:

- Sufficient arm, hand, and finger dexterity to operate a computer and other office equipment.
- Visual acuity to read words and numbers.
- Lifting of light to moderate objects.
- Sufficient ambulatory ability to stand for sustained periods of time and move to different locations.
- Ability to take precautions against a nominal exposure to health and safety risks.
- Speaking and hearing to communicate in person or over the phone.

EDUCATION AND EXPERIENCE

The position requires the employee to meet the paraeducator criteria of the Every Student Succeeds Act (ESSA) which is either two years (48 units) of study at an institution of higher education, an associate's degree or higher, or passing a qualifying assessment test. A minimum of four years of experience working with students in a special education is desired; a Bachelors Degree with six months of experience may substitute for experience.

LICENSES AND CERTIFICATES

- Requires a valid California driver's license.
- Requires successful completion and certification of CPR/First Aid and Crisis Prevention Training (District will arrange for training).