CLASS TITLE: **SPECIAL EDUCATION ASSISTANT I/IEP**

DEFINITION: Under general supervision, performs work of moderate difficulty in providing various specialized instructional support services in various pre K –12 and adult special education settings; and performs related work as required.

EXAMPLES OF DUTIES: (The incumbent may or may not perform all the duties below)

- Communicate regularly with other members of the instructional team regarding daily performance of the students
- Under supervision works with students in a group or on an individual basis assisting with specific instructional tasks and accommodating the special needs of individual students
- Assist students with special needs in learning or using special equipment of instructional media
- Assist students with special needs in learning or using special tests
- Assist students with special needs in the development and maintenance of appropriate social behaviors through the use of a variety of positive reinforcement techniques, activities and/or materials
- Assist in the loading and unloading of students with special needs from buses and in the transferring of students to and from classrooms and events
- Encourage and assist students with special needs in communicating and engaging in social activities, such as field trips and extra curricular activities
- Supervises students with special needs in snack and lunch activities and outdoor/campus activities
- Support students of diverse levels and types of disabilities, gender, ethnic and cultural backgrounds
- May occasionally assist students with special needs in attending to personal needs
- Maintain and prepare records and performs clerical duties related to special education programs
- May assist with community based instruction
- May be required to travel from location to location
- Perform related duties as assigned

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to high school graduation and one year experience working with students or the completion of one year of college-level coursework in a field related to the particular assignment. Successful completion of the Instructional Assistant Proficiency Examination and/or hold appropriate certification for the position. Commitment to complete two required training courses or inservices within the first six months of being hired.

Knowledge of:

- The appropriate subject matter, program and special instructional or communication procedures

- The individual differences in children
- Correct English usage, spelling, grammar, punctuation and mathematics
- General classroom procedures, practices and equipment

Skill in:

- Applying special instructional or communication procedures
- Following oral and written directions
- Communicating clearly both orally and in writing
- Recordkeeping and providing clerical support duties
- Establishing and maintaining cooperative working relationships with school staff, students and parents
- Reading, writing and arithmetic
- Keeping school and student matters confidential

Ability to:

- Perform the duties of the position with or without accommodation
- Learn and interpret rules, policies, regulations and procedures

Licenses and Certificates:

- A valid California Driver's License may be required. Current certification in cardiopulmonary resuscitation (CPR) and First Aid required