

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION II (Range 17)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individual or small groups of severely, physically or visually handicapped students in a classroom; monitor and report student progress regarding behavior and performance; assist students in developing various self-help, social and community skills.

DISTINGUISHING CHARACTERISTICS:

Incumbents assigned to the Instructional Assistant-Special Education II class work with severely, physically, visually or other handicapped students as assigned. Incumbents perform more physical and medical treatment activities in the performance of daily activities. Incumbents in the Instructional Assistant-Special Education I class are assigned to assist and work with learning handicapped, Special Day Class (SDC), Resource Specialist Program (RSP), Infant Preschool Program, Preschool Intervention Program (PIP), or other students as assigned.

REPRESENTATIVE DUTIES:

Tutor individual or small groups of severely, physically or visually handicapped students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and related activities. *E*

Confer with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program. *E*

Provide instruction and assistance to severely handicapped students in social, self-help, vocational and community skills; assist students in toilet training and personal hygiene such as washing faces and hands; change diapers as needed; assist with feeding students at lunch or snack times as needed. *E*

Assure the health and safety of students by following health and safety practices and procedures; administer first aid and perform medical activities according to established policies, guidelines and procedures; assist with tube feeding, seizures, catheterizations, CPR and other activities as needed. *E*

Ride bus with student; assist students on and off the bus; push wheelchairs and lift students as needed. *E*

E = Essential Duty

Job Description Revised – Board approved 11-6-25

Observe and control behavior and interaction of students according to approved procedures; restrain abusive students to protect others according to established procedures; report progress regarding student performance and behavior. *E*

Operate various medical, exercise, therapeutic, instructional and office equipment; operate communication devices and adaptations to computers as assigned. *E*

Prepare lessons and instructional materials for individual students as directed by the teacher; maintain daily records of achievement. *E*

Provide support to the 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*

Oversee student activities; supervise playground activities and movement education as assigned. *E*

Direct group activities of students as assigned. *E*

Participate in meetings and in-service training programs as assigned. *E*

Assist in maintaining a clean and orderly classroom environment. *E*

Modify materials into large print utilizing specialized equipment as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Special needs, problems and requirements of severely, physically or visually handicapped students.

Operation of medical, therapeutic, exercise and other equipment as assigned.

Child guidance principles and practices.

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

Safe practices in classroom and playground activities.

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

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

Basic first aid techniques.

ABILITY TO:

Assist a certificated teacher in providing instruction to individual or small groups of severely, physically or visually handicapped students in a classroom;

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Assist students in developing self-help, vocational and social skills.
Print and write legibly.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Learn the procedures, functions and limitations of assigned duties.
Communicate effectively with physically and developmentally handicapped children.
Establish and maintain effective working relationships with others.
Communicate effectively both orally and in writing.
Lift, restrain and discipline students according to approved policies and procedures.
Operate instructional and office equipment.
Administer basic first aid.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and six months of working with students in special education.

LICENSES AND OTHER REQUIREMENTS:

- Pass equivalent academic assessment test that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.
- Obtain valid CPR certification within 6 months after hire and renew as required.

WORKING CONDITIONS:

ENVIRONMENT:

Specialized classroom environment.

PHYSICAL ABILITIES:

Seeing to monitor students.

Hearing and speaking to communicate with students and instructors.

Lifting heavy equipment and students.

Dexterity of hands, wrists and fingers to manipulate specialized apparatus and to operate audio-visual and educational training equipment.

Bending at the waist, kneeling or crouching.

Standing and walking for extended periods of time.

Pushing or pulling wheelchairs.

HAZARDS:

Exposure to anti-social and abusive behavior.

Exposure to bodily fluids and infectious diseases.

E = Essential Duty

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