

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION I (Range 14)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in providing instruction to individuals or small groups of students in a special education resource learning environment; assist the teacher in meeting the educational needs of learning handicapped students and students enrolled in the Resource Specialist Program (RSP), Special Day Class (SDC) or other students as assigned; perform a variety of clerical duties as assigned.

DISTINGUISHING CHARACTERISTICS:

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. 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.

REPRESENTATIVE DUTIES:

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

Assist the teacher in meeting the educational needs of learning handicapped students and students enrolled in the RSP or SDC program. *E*

Perform a variety of clerical duties such as preparing instructional materials, ordering and storing supplies, recording grades, taking roll and typing and duplicating classroom materials. *E*

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

Assist with meeting the IEP goals of students. *E*

Prepare and assist in maintaining files, attendance and student records and folders as required. *E*

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

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

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to students with learning disabilities.

RSP and SDC Program policies and objectives.

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.

Interpersonal relations skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and conduct.

ABILITY TO:

Assist the teacher with the instructional and related activities of a special education learning environment.

Assist the teacher in meeting the educational needs of learning handicapped students and students enrolled in the RSP or SDC program.

Demonstrate an understanding, patient and receptive attitude toward children with special needs.

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

Print and write legibly.

Learn the procedures, functions and limitation of assigned duties.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively orally and in writing with children and adults.

Establish and maintain effective working relationships with others.

Oversee and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent. Experience working with students in special education is desired.

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.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL ABILITIES:

Seeing to monitor students.

Hearing and speaking to communicate with students and instructors.

Dexterity of hands, wrists and fingers to operate assigned equipment.

Bending at the waist to assist students.

Lifting moderately heavy children.

Kneeling or crouching.

Standing and walking for extended periods of time.

HAZARDS:

Exposure to anti-social behavior.

Exposure to bodily fluids and infectious diseases.