

CLASS SPECIFICATION
Instructional Assistant – Special Orthopedic Needs
Range 29

GENERAL PURPOSE

Under general supervision, provides instruction and tutors individual and small groups of students in assigned special education programs with physical disabilities in various subject-matter areas to reinforce classroom lessons; observes, monitors and records student performance and behavior; performs administrative functions in support of classroom activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Instructional Assistants – Special Orthopedic Needs are responsible for providing, under the guidance and direction of a classroom teacher, instruction and tutoring on various subjects to students with physical disabilities in assigned special education programs. Work assigned to an Instructional Assistant – Special Orthopedic Needs requires knowledge of subject areas applicable to an area of assignment and the ability to provide instruction to students with disabilities in an effective manner.

Instructional Assistants – Special Orthopedic Needs are distinguished from Instructional Assistants in that incumbents in the former class are assigned to work with students with physical disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Works with and tutors individual and small groups of children in assigned special education programs in various subject matter areas to reinforce class lessons and assist students in completing class and home work assignments; reads with groups of students; directs the activities of small groups of students; supervises students working in classroom learning centers.
2. Observes, monitors and records student performance and behavior; assesses a student's learning needs based on their performance in individual or group tutoring sessions; meets with teachers to check on student progress, obtain grades and clarify assignments; confers with specialists on programs and materials to meet students individual needs.
3. Oversees student activities and assists in observing and controlling student behavior; assists with student discipline and conflict resolution; assists in keeping students focused and on-track; monitors student behavior and reports progress and problems to teaching staff; implements behavior management plans set by the teacher; covers the classroom as needed; supervises students during nutrition breaks; escorts students as needed; accompanies classes on field trips to assist students; assists students in entering and leaving school buses and moving around campus, including pushing wheelchairs, opening and closing walkers, working with braces and lifting children and equipment; takes students to physical therapy department for equipment adjustments.
4. Under teacher guidance and direction, prepares homework assignments and packets according to student needs; corrects student assignments and records grades; distributes and collects papers and supplies; assists in administering subject and assessment examinations to students.
5. Prepares basic instructional materials for lesson use; prepares modifies handouts and materials; sets up and prepares classroom bulletin boards, work areas, displays and exhibits.

6. Takes attendance and maintains students records of attendance, grades and test scores; keeps track of assignments turned in by students.
7. Performs general clerical duties in support of the classroom; duplicates and files student materials and records; types various correspondence and documents; collates and laminates materials; maintains confidential documents; ensures there are enough supplies for students to use.
8. Attends regular staff, in-service and IEP meetings.
9. Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning and straightening the classroom; assists with student personal hygiene and grooming needs including toileting and toilet training, eating, changing diapers and clothes in the event of accidents.

OTHER DUTIES

1. Assists teachers with special projects and programs.
2. May provide basic first aid to students as needed.

QUALIFICATIONS

Knowledge of:

1. Methods and practices of child guidance, especially as it relates to special education students.
2. Basic subject matter areas taught in District schools, including mathematics, grammar, spelling, language and reading.
3. Procedures and practices of classroom and playground safety.
4. Conflict resolution methods and techniques.
5. Correct English usage, including spelling, grammar and punctuation.
6. Administrative practices and procedures, including record-keeping and filing practices and procedures.

Ability to:

1. Assist students in developing self-help, social and daily living skills, including eating, dressing, toileting and personal grooming.
2. Recognize individual student learning needs and adapt materials and homework assignments to facilitate learning.
3. Operate a computer and other standard office equipment.
4. Organize, set priorities and exercise sound judgment within areas of responsibility.
5. Organize and maintain confidential student records and files.
6. Communicate clearly and effectively orally and in writing.
7. Understand and follow written and oral instructions.
8. Lift, restrain and discipline students according to approved policies and procedures.
9. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
10. Establish and maintain effective working relationships with District staff, teachers, parents, students and others encountered in the course of work.

Education, Training and Experience:

The applicant must have one of the following: Associates degree (or higher) from an accredited institution of higher learning, or 48 semester transferable units or successfully completed a District approved test ie; (CODESP, or CBEST); Applicants must also include a verification of High School diploma/G.E.D if Associates degree is not submitted. Possession of the knowledge and abilities listed above.

Possession of the knowledge and abilities listed above and at least one year of experience working with special education children in an organized, educational environment.

Licenses; Certificates; Special Requirements:

Upon acceptance of the District’s offer of employment, new hires must be required to complete a baseline physical examination prior to the first day of employment.

A current Community CPR/First Aid Certificate.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 100 pounds with appropriate assistance.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works in a classroom setting, and the noise level is generally quiet.

Board Approval: Revised 11/21/19