

CLASS SPECIFICATION
Instructional Assistant – Learning Needs
Range 31

GENERAL PURPOSE

Under general supervision, provides instruction to individual or small groups of students with disabilities in accordance with the prescribed course of instruction; observes, monitors and records student behavior and performance; assists teachers in maintaining student academic and attendance records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Instructional Assistants – Learning Needs are responsible for tutoring and providing instruction to individual and small groups of students with disabilities. Work assigned to an Instructional Assistant – Learning Needs requires working with students with disabilities in the prescribed course of instruction in accordance with and the ability to provide instruction to others in an effective manner and meet IEP goals.

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 with disabilities in a classroom to reinforce class lessons, improve the level of skill areas and assist students in completing class and home work assignments; monitors students while they are completing drills, practices and assignments; assists with and supervises students working at classroom learning centers; may provide translation for students during class lessons to reinforce understanding.
2. Observes, monitors and records student performance and behavior; assists teachers with student assessments and provides recommendations to teachers on methods to differentiate instruction among diverse learners.
3. Assists in, proctors and administers testing and scoring of examinations and class and home work assignments; distributes and collects assignments and tests; corrects and records grades; posts student assignments; assists with preparing student progress reports;
4. Maintains student records of attendance, grades and test scores; signs students in and out of class.
5. Assists teachers in preparing lesson plans and conducting class lessons; work with small group instruction.

6. Assists in preparing paperwork in connection with student IEP's; prepares and distributes reports to mainstream faculty in regards to a student's IEP; notifies parents of IEP meetings; may assist teachers and nurses with home visits.

7. With teacher guidance and direction, prepares educational materials and equipment for classroom use; operates instructional equipment; sets up and prepares classroom bulletin boards, work areas, displays and exhibits; checks in and out student supplies and materials; maintains inventory of books, audiovisual and other classroom materials; submits orders for classroom supplies.

8. Oversees student activities and assists in observing and controlling student behavior; assists with student discipline and conflict resolution; assists with supervision of students during nutrition breaks and recess; escorts students as needed; accompanies classes on field trips to assist in supervising students.

9. Performs general clerical duties in support of the classroom; duplicates and files student documents and records; answers the classroom phone and places calls for the teacher ;creates new files and alphabetizes records; laminates materials

10. Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students;.

OTHER DUTIES

1. Attends a variety of meetings, workshops and seminars as requested.
2. Assists teachers in mainstream classrooms with special education students as needed.
3. Assists in preparing student rosters.

QUALIFICATIONS

Knowledge of:

1. Assigned subject matter areas, including mathematics, grammar, spelling, language, reading, history and science.
2. Methods and practices of child instruction and tutoring.
3. Correct English usage, including spelling, grammar and punctuation.
4. Administrative practices and procedures, including record keeping and filing practices and procedures.

Ability to:

1. Operate a computer and other standard office equipment.
2. Organize, set priorities and exercise sound judgment within areas of responsibility.
3. Organize and maintain confidential student records and files.

4. Communicate clearly and effectively orally and in writing.
5. Understand and follow written and oral instructions.
6. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
7. Establish and maintain effective working relationships with District staff, teachers, parents, students and others encountered in the course of work.
8. Maintains job punctuality and regular attendance.

Education, Training and Experience:

Must have a Certificate of Competency; In addition 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.

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

Licenses; Certificates; Special Requirements:

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 30 pounds.

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: 11/21/19; 6/1/23