

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: INSTRUCTIONAL ASSISTANT/MULTI-HANDICAPPED

Classification:	Classified	Work Year:	As assigned
Department:	School Sites	Board Approval:	10/21/1993
Reports To:	Principal	Format Revision:	09/15/2022
Salary Range:	Classified Salary Schedule, Range11		

BASIC FUNCTION:

To assist a teacher in the instruction and care of multi-handicapped students including observing student behavior, providing special health requirements, interacting with staff/parents, and keeping necessary records.

REPRESENTATIVE DUTIES:

- Assists the teacher in maintaining a controlled, safe classroom environment.
- Observes student behavior to anticipate potential problems.
- Provides appropriate individual and group interventions to redirect/modify behavior.
- Provides feedback to develop positive self-esteem of student.
- Discusses rules and consequences of actions for inappropriate behavior with students.
- Physically restrains and/or removes student from classroom when necessary for the safety of others.
- Assists students with self-help skills involving grooming, toileting (including diapering), cleaning, and personal hygiene.
- May prepare lunch according to individualized dietary requirements.
- Assists students with eating and drinking which may involve gastronomy tube feeding.
- Assists students with gross motor skills including positioning students in supportive equipment and wheel chairs, working with students to sit up, crawl, and walk, and assisting in physical education and leisure activities.
- Assists students with educational skills involving communication, reading, writing, identifying colors, counting, basic arithmetic, art, and computer usage.
- Supervises students with non-handicapped peers in campus activities.
- May provide medication to students as directed by prescription and parent.
- Maintains awareness of physical and emotional changes in students and reports concerns to teacher as appropriate.
- May monitor kidney dialysis for changes.
- May be required to catheterize student or to change colostomy bag when necessary.
- May work with students who have chronic, contagious conditions.
- Assists with Community Based Instruction (CBI) forms and emergency information.
- Sets up the classroom for instruction, projects, and activities as requested by teacher.
- Assists teacher with daily and weekly lesson/work plans and follow-through.
- Assists teacher in maintaining accurate records and reports.
- Performs other duties similar to the above in scope and function as required.

LICENSES AND OTHER REQUIREMENTS:

- First Aid Certificate including CPR

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Special needs of students who have behavioral, learning, or physical disabilities;
- Basic signing skills desirable in some programs for nonverbal students;
- Cleaning and disinfecting procedures;
- Alternative feeding and suctioning techniques;
- Diaper changing and alternative toileting techniques for all ages;
- General clerical duties including record keeping and filing.

ABILITY TO:

- Develop and maintain professional rapport with teacher and other staff;
- Demonstrate sensitivity to needs of students, staff, parents;
- Maintain confidentiality of information regarding students;
- Supervise students;
- Follow instructions and independently make decisions within the framework of established guidelines;
- Operate standard office equipment;
- Respond quickly in emergency situations;
- Recognize changes in -student behavior and appearance;
- Communicate effectively in both oral and written form;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

- Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move.
- Ability to lift 50 lbs. maximum or carry any object weighing up to 25 lbs. on a continuous basis.