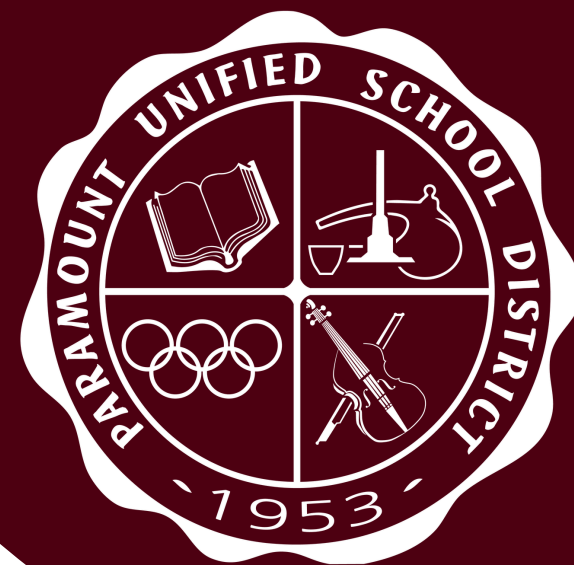


PARAMOUNT UNIFIED SCHOOL DISTRICT

Instructional Assistant - Special Education

2026-2027 School Year



Salary Schedule:

- Range 112: Step 1: \$1,419 – Step 6: \$1,818 per month
- Three (3) hours per day; Ten (10) months per year

Definition:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom environment; assist the teacher in implementing instructional activities and meeting the needs of students.

Minimum Qualifications:

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001": Complete at least 2 years of study at an institution of higher education (college level) OR Obtained an associate's (or higher) degree OR Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

Knowledge & Abilities:

Knowledge of: Child guidance principles and practices related to children with special education needs; problems and concerns of students with special needs; safe practices in the classroom and outdoor activities; basic subjects taught in District schools, including arithmetic, grammar, spelling, language, and reading. Basic instructional methods and techniques; correct English usage, grammar, spelling, punctuation, and vocabulary; classroom procedures and appropriate student conduct; operation of standard office and classroom equipment; oral and written communication skills; interpersonal skills using tact, patience, and courtesy; record-keeping and filing techniques.

Ability to: Assist with instruction and related activities in a classroom environment; reinforce instruction to individual or small groups of special education students as directed by the teacher; assist in the preparation of instructional materials and implementation of instructional activities; perform a variety of clerical duties including typing, filing and duplicating materials; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing; monitor, observe and report student behavior and progress according to approved policies and procedures; understand and relate to children with special needs. Demonstrate an understanding, patient and receptive attitude toward special education students; observe health and safety regulations; maintain records and files; understand and follow oral and written instructions; operate standard office and classroom equipment including a computer and assigned software.

Application Requirements

- All Supplemental questions must be completed
- Valid First Aid and CPR certification issued by an authorized agency

Important Dates:

Tentative Interview Date: Week of August 10, 2026

Applications will only be accepted via the link or QR code .

<https://www.edjoin.org/Home/JobPosting/2254023>

Edjoin Help Desk 888-900-8945

Open Until Filled



WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

Additional Information

Application Procedure:

To be considered, all candidates need to complete an online application on EdJoin. They must submit a completed application, ensuring that all required documentation is included. Candidates must clearly demonstrate that they meet the minimum requirements for the position. If the minimum requirements are specific and the applicant's experience is general, a breakdown of functions on a percentage-of-time-involvement basis should be included. Voluntary experience can also be considered if detailed information is provided. Only applications that meet the minimum requirements will be considered. Candidates who meet the minimum requirements will be invited to participate in an examination. You will be notified via EdJoin about the time and place of the examination.

Examination:

Applicants must successfully complete each part of the examination process to be considered. Candidates invited to participate in the examination process must bring with them some form of identification card bearing their photograph and signature.

Tuberculosis & Chest X-Ray:

Before being employed and beginning work for this District, you will be required to file evidence of having had a Tuberculosis Mantoux examination (Intradermal skin test) with a negative result within the past 60 days. Medically verified positive skin test results require a chest x-ray.

Authorization To Work Requirements:

As required by the Immigration Reform and Control Act of 1986, ALL persons who are offered employment must provide the district with documents that establish their identity and employment eligibility.

Other Requirements:

State law requires all our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. Personnel Services staff may obtain confidential references from your former employers. Employees are required to belong to the Public Employee's Retirement System. A physical examination, at your expense, is also a pre-employment requirement.

Salary Information:

Advanced placement on the Salary Schedule, up to Step III, may be allowed at the time of employment. To be considered for advanced placement, the prior qualifying employment must have been full-time employment within the last seven (7) years, must be completely disclosed in the application paperwork and must be properly verified in writing at the time of employment. The written verification must be on official stationery of the prior employer and specifically state the position held, a description of duties performed and the beginning and ending dates of employment.

DETAILED JOB DESCRIPTIONS OF ALL CLASSIFIED POSITIONS ARE AVAILABLE UPON REQUEST.

THE PARAMOUNT UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, AGE, DISABILITY, OR GENDER IN ANY OF ITS POLICIES, PROCEDURES OR PRACTICES. SEE WEBSITE FOR FULL DETAILS.