



## Job Description

<b>Title: Instructional Assistant I – Special Education</b>	<b>FLSA Status:</b>	<b>Months: 10</b>
<b>Supervisor: Principal</b>	<b>Supervises:</b>	<b>Range: 9</b>
<b>Department: Special Education</b>	<b>Bargaining Unit:</b>	<b>Approved:12/19/2019</b>

### JOB SUMMARY:

Under the direction of an assigned school Principal, 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; perform related clerical duties.

### DISTINGUISHING CHARACTERISTICS:

Instructional Assistant I-Special Education incumbents assist a certificated teacher in reinforcing instruction to special-day class, resource or other non-severe to mild special education students. Instructional Assistant II-Special Education incumbents assist in the development of skills for individual or small groups of mild to moderate special education students. The Instructional Assistant III-Special Education is the advanced-level classification in the series. Incumbents provide specialized health services to individual or small groups with severe and/or emotional/behaviorally challenged special education students.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom environment; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning instructional activities and materials to meet student needs.
- Assist students in completing classroom assignments, homework and projects in various subject areas; ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Observe and control behavior of students in the classroom according to established policies and procedures; monitor and interact with students during outdoor, recess and other activities as assigned; monitor and report progress regarding student performance and behavior.
- Explain and ensure student understanding of instructional assignment and homework instructions; assist assigned faculty with the implementation of lesson plans and instructional activities; tutor individual and groups of students in accordance with student needs and progress.
- Read books to students and observe their reading abilities as assigned by the position; assist students with letter and word pronunciation and recognition as required; assist students with spelling and writing exercises and assignments.
- Assist students with performing and developing independent living, organizational, communication, social and self-help skills as assigned; assist students with meeting individual education goals and objectives; assist students with studying and preparing for tests as required.
- Perform various clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials as assigned; grade student tests and assignments; record grades; assist with administering and monitor students during tests as directed.
- Assist with the implementation of Individual Education Plans (IEP) and related goals and objectives as assigned; assist students with meeting IEP goals and objectives; provide input concerning related student progress; attend and participate in IEP meetings as required.
- Provide classroom support to the teacher by preparing and setting up work areas, decorations and displays, and distributing and collecting paper, supplies and materials.
- Escort students to and from classes, offices, buses and other locations; take notes and obtain assignments for students as required; accompany and assist students in mainstreamed classes as assigned.

- Communicate with District staff and others to exchange information and resolve issues or concerns as directed.
- Operate a variety of classroom and office equipment such as copiers, paper cutters, laminators, fax machines, audio-visual devices, overhead projectors, computers and assigned software.
- Input and update a variety of student data in an assigned computer system; establish and maintain automated records and develop spreadsheets as required.
- Maintain various records and files related to students, progress, grades, attendance, IEP's, and assigned activities.
- Ensure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 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.

**Skills/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.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer and assigned software.
- Maintain records and prepare routine reports.
- Administer first aid and CPR.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Six months experience working with children in an organized setting or learning environment.

**Licenses, Certifications and other Requirements:**

- Valid First Aid and CPR certification.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Classroom environment.

**Physical Demands:**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

**Hazards:**

- Contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.