



## Job Description

<b>Title: Instructional Assistant II – Special Education</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months: 10</b>
<b>Supervisor: Principal</b>	<b>Supervises: N/A</b>	<b>Range: 11</b>
<b>Department: Special Education</b>	<b>Bargaining Unit: Classified</b>	<b>Approved:12/19/2019</b>

### JOB SUMMARY:

Under the direction of the assigned school Principal, provide support and assistance to a classroom teacher in implementing students’ Individualized Education Programs (IEPs), providing behavior modification and analysis, treatment, learning and intervention activities to students with mild to moderate disabilities; provide support and assistance with a variety of activities to enhance behavior, communication and social skills; prepare and maintain records of activities related to students, progress and education and behavior plans.

### DISTINGUISHING CHARACTERISTICS:

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. 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.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitor and oversee student projects, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs; assist assigned teacher with the implementation of Individualized Education Programs (IEP).
- 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; provide proper examples, emotional support, friendly attitude and general guidance; implement behavioral, social support and life skills support.
- Assist with the implementation of lesson plans and Individualized Education Programs (IEP) as directed; assist children with meeting related goals and completing social and behavior modification and learning drills, tasks and exercises.
- Assist in establishing and maintaining behavioral goals and objectives for individual students; monitor, assess and assist with the adjustment of behavior modification and intervention activities in response to student needs and progress.
- Implement lesson plans as directed by the teacher; assist with various activities to enhance behavioral progress among students; present learning materials; assist children by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Assist children with performing and developing social, independent living, communicative and learning skills; provide children with learning activities to enhance social interaction skills; perform behavior reinforcement functions; assist children with engaging in recreational and leisure activities.
- Observe and report progress regarding student performance and behavior; maintain student discipline; assist with resolving treatment and behavior modification issues and conflicts.
- Compile information and data and maintain various records related to students, progress, IEP’s, behavior plans, trial training and assigned activities; take session notes as required; apply behavioral principles to behavioral goals and measure results; and assist with compiling, preparing, developing, maintaining and assembling instructional materials.

- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; distribute, collect, prepare and process attendance, medication, physical activity and various other forms and documents; record student attendance, as assigned.
- Observe and control behavior of students in the classroom according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities, as directed.
- Prepare student snacks; ensure eating areas are clean and sanitary; wipe tables and chairs; store food items as needed.
- Assist students with personal hygiene and living skills; assist students with eating activities; toilet students and soiled clothing.
- Grade student tests and assignments as assigned; maintain records and student files related to attendance, grades, progress, behavior and assigned activities; prepare mandated reports and documentation.
- Provide routine first aid to injured students according to established procedures; administer medications as needed and according to prescribed instructions; respond to medical emergencies and prepare related paperwork.
- Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies; order and arrange for food items.
- Operate a variety of office and classroom equipment including a copier, fax machine, computer and assigned software.

#### **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:**

- General principles, practices, procedures and techniques involved in providing behavior modification, applied behavior analysis, and related sessions, treatment, learning and intervention activities.
- Student guidance principles and practices related to students with behavior issues.
- General principles, practices, procedures and techniques involved in the development and implementation of behavior modification plans, strategies and activities for students with special needs.
- Problems and concerns of students with special needs.
- Basic techniques and practices of behavioral management and positive behavioral intervention.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom activities.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Techniques for controlling aggressive behavior.

#### **Skills/Ability to:**

- Provide support and assistance to a classroom teacher in implementing and providing behavior modification and related treatment, learning and intervention activities to identified students.
- Provide discreet trial training and applied behavior analysis and modification activities to students.
- Confer with teachers and staff regarding lesson plans, instructional activities and student needs and progress.
- Assist with developing, implementing and monitoring related plans and strategies for individual students in one-on-one behavior modification training sessions
- Monitor, assess and assist with the adjustment of behavior modification and intervention activities in response to student needs, behavioral problems and progress.
- Assist children with completing behavior modification and learning drills, tasks and exercises.
- Assist with a variety of activities to enhance behavior and academic achievement among students.
- Understand and relate to students with special needs.
- Demonstrate an understanding, patient and receptive attitude towards emotionally disturbed students.
- Monitor, observe and report student behavior and progress.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

- Determine appropriate action within clearly defined guidelines.
- Meet schedules and timelines.
- Work independently with little direction.
- Operate a variety of office equipment including a computer and assigned software.

**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.
- One year of experience working with children in an organized setting or learning environment.

**Licenses, Certifications and other Requirements:**

- Valid First Aid and CPR certification.
- Instructional Assistant Proficiency Test Certificate.
- Crisis Prevention Training (CPI).
- Mandated Reporter Training.
- Blood Borne Pathogens.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
  - Completed at least two years of study at an institution of higher education or,
  - Obtained an associate’s or higher degree (college level) or,
  - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Outdoor work environment.

**Physical Demands:**

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

**Hazards:**

- Contact with dissatisfied or abusive individuals.
- Exposure to blood and bodily fluids.

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.