



Job Description

Title: Instructional Assistant III – Special Education	FLSA Status: Non-Exempt	Months: 10
Supervisor: Principal	Supervises: N/A	Range: 14
Department: Special Education	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of an assigned school Principal, assist a certificated teacher in reinforcing instruction to moderate to severe and/or emotional/behaviorally challenged special education students; assist in the preparation of instructional materials and implementation of Individualized Education Plans (IEP), behavior intervention plans, lesson plans, curriculum and teaching methodologies; provide routine clerical support.

DISTINGUISHING CHARACTERISTICS:

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 II-Special Education incumbents assist in the development of skills for individual or small groups of mild to moderate 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 severe and/or emotional/behaviorally challenged special education students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of IEPs.
- Provide general medical assistance and health care to special education students as assigned by the position; administer first aid and CPR according to established procedures as needed; assist with or notify appropriate personnel or outside agencies of emergency medical conditions such as seizures and other serious medical conditions; administer medication according to physician instructions or established procedures; respond to students with seizures or other medical conditions needing monitoring, specialized response protocols or instructed interventions for their participation in the school day.
- Attend regular meetings, IEP meetings, and in-services as assigned; maintain current knowledge of emergency procedures, first, aid, CPR and other matters related to assigned special education areas.
- Reinforce social skills instruction to individual or small groups of students; facilitate social skills activities to provide positive social interaction and to practice social skills; assist in shaping appropriate student behavior through redirection and positive reinforcement and other strategies; implement behavior modifications and intervention plans as directed; provide behavior records to the Probation Department as directed.
- Assist students in focusing on work and completing classroom assignments, homework, make-up work and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson plans and adapt materials to meet student needs; explain words and concepts as necessary.
- Discuss progress with teachers; assist students with math, writing, movement and other assignments and exercises; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior.
- Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor, lunch/cafeteria, library, call-outs, and recess activities as directed; accompany students on field trips,

community-based activities and to/from bus stops; assist with yard duty as assigned; monitor and report progress regarding student performance and behavior.

- Assist students with performing and developing independent living and self-help skills; assist with eating and feeding activities; assist students with learning social and vocational skills including money management, manners, grooming and personal hygiene; assist students with toileting activities and change diapers or soiled clothing multiple times and on a daily basis.
- Lift students in and out of wheelchairs; position or re-position students as needed, including placing them in therapeutic equipment.
- Maintain and ensure sanitary conditions for students by cleaning bodily fluids daily; ensure tables, chairs, study areas, eating areas and instructional and recreational materials, equipment and apparatus are wiped, sanitized and stored properly.
- Escort students to and from designated school locations such as health office, classrooms or other locations as assigned; assist students during physical education activities and using adaptive equipment as assigned by the position.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student records, notes and files as assigned.
- Provide classroom support to the teacher by setting up computers, audio-visual equipment, work areas/centers and displays, bulletin boards, and distributing and collecting paper, supplies and materials.
- Assist with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment; assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.
- Communicate with teachers, case managers, staff, administrators and others to exchange information and resolve issues or concerns related to IEPs, student activities and behavior.
- Operate a variety of classroom and office equipment including a computer, copier and laminator as assigned.
- Assist with testing activities including monitoring students during State and other testing activities.

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 needs.
- District special education instructional and behavioral support programs.
- Basic IEP and behavior intervention plans, terminology, goals and objectives.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Problems and concerns of students with special education needs.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Operation of standard office and classroom equipment including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping and report preparation techniques.
- First aid and CPR procedures.

Skills/Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of special education students with severe and/or emotional/behaviorally challenged special education students as directed by the teacher.
- Assist in the preparation of instructional materials and implementation of individual education plans.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Understand and relate to students with special needs.
- Establish and maintain cooperative and effective working relationships with others.

- Communicate effectively both orally and in writing.
- Demonstrate an understanding, patient and receptive attitude toward special education students.
- Read books to students and assist with reading and writing activities as assigned.
- Monitor, observe and report student behavior and progress.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer.
- Observe health and safety regulations.
- 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 secondary school or equivalent GED and,
- Two years of experience working with children in an organized setting or learning environment.

Licenses, Certifications and other Requirements:

- Valid First Aid and CPR certificates.
- Instructional Assistant Proficiency Test Certificate.
- Crisis Prevention Training (annual).
- 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/Classroom environment.
- Constant interruptions.

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.
- Lifting, positioning, and pushing children in wheelchairs.

Hazards:

- Potential contact with dissatisfied or abusive individuals.
- Potential contact with blood and other body 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.