

INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION

DEFINITION:

Under daily direction of a certificated classroom teacher and general supervision of the school Principal or designee, performs paraprofessional instructional activities, clerical and supportive tasks to assist and free certificated staff in delivering the educational product to students with special educational requirements; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This class is distinguished from other classes in the Instructional Series by being assigned to work with students having special needs including: learning needs, behavioral needs and physical limitations. Incumbents are expected to assist classroom teachers by working with assigned students who are working on specific goals and objectives based upon their identified unique needs documentation in the student's Individual Education Plan (IEP). Some positions may be assigned to accompany students main streamed into general education classrooms.

EXAMPLES OF DUTIES:

Assists certificated staff with the presentation of learning materials to students who are part of or are prospective participants in a special education program; *E*

Tutors and effectively manages students in individual, small groups, and occasionally large group settings; *E*

Monitors, assists students in a variety of activities such as drill, practice, study habits and research in a variety of subject areas utilizing a variety of instructional materials according to instruction/guidance of certificated staff; *E*

Accompanies and assists special education students main streamed into general education classrooms; *E*

Oversees and supervises students during classroom, learning center, library, assemblies, recess, lunch, field trip activities, and during fire and earthquake emergencies and preparedness drills; *E*

Maintains awareness of special needs and limitations of each student; *E*

Reads and converses with students, explaining words and meanings; *E*

Consults with certificated staff regarding student progress and behavior; *E*

Assists in maintaining a disciplined, neat, orderly and attractive learning environment; *E*

Maintains a variety of records, including but not limited to, charting of goals and objectives, District benchmark assessments and behavior intervention plan documentation based on IEP requirements; *E*

Prepares instructional, motivational and decorative materials such as vocabulary lists, worksheets, games, flash cards, awards and displays, as well as letters, notices and other communications;

Operates a variety of office equipment;

E denotes an essential function of the job.

Attends school and in-service meetings, including specific training offered by WOCCE & OVSD related to the unique needs of students; *E*

Answers telephone, takes, transmits messages;

May assist students in transferring to and from buses, special equipment classrooms & events;

May administer and score criterion referenced or classroom tests, including state assessments and record scores;

May correct and score classroom and homework assignments;

May take roll;

May operate equipment and devices utilized with students with special educational and physical limitations;

May order and distribute audiovisual and other equipment and supplies;

May collect and record receipt/disbursement of student monies.

SUPERVISION:

General supervision is received from the school principal or designee. Daily direction is provided by a certificated classroom teacher.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods, practices and terminology used in instructional situations;
General needs and behaviors of children with special needs, limitations;
General aims and purposes of a special education program;
Modern office equipment and procedures;
Basic math and English reading, writing, and speaking skills;
Simple record keeping.

Ability to:

Determine and retain privileged communications;
Learn and apply District and school policies and procedures;
Learn specific academic programs developed to enhance student achievement;
Establish and maintain accurate records;
Establish and maintain effective working relationships;
React appropriately in emergency medical situations;
Learn to operate special equipment and devices used with special education students;
Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and pass the Instructional Assistant Competency Examination. Some paid or unpaid experience involving the supervision of children's activities is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, sits, stoops and bends; occasionally safely lifts, carries, and/or pushes up to 40 lbs; frequently uses arms, hands and fingers on both hands, communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; works primarily inside, occasionally outside; has constant direct contact with students and other district staff and is frequently exposed to minor contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor.

Revised 1/98, 10/9/03

Revisions effective 12/13/07