

INSTRUCTIONAL ASSISTANT - SEVERELY DISABLED

DEFINITION:

Under daily direction of a certificated classroom teacher and general supervision of the school Principal or designee, assists instructional staff by performing paraprofessional instructional activities, clerical and supportive tasks associated with the education, training and supervision of severely disabled students; 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 severely disabling conditions, including cognitive and behavioral impairments. Students served by this class may require daily toileting or supervised toilet training. Incumbents are expected to assist teachers working with assigned students who are working on specific goals and objectives based upon their identified unique needs documented in the student's Individual Education Plan (IEP) and/or Behavior Support Plan (BSP/BIP). These goals and objectives may include: daily living skills, vocational skills and behavioral skills.

EXAMPLES OF DUTIES:

Assists certificated staff with the preparation and presentation of learning materials; *E*

Tutors and effectively manages students in individual and small groups; *E*

Monitors, assists or shadows students in a variety of activities and subject areas utilizing a variety of instructional materials including manipulatives/devices to teach a variety of skills. Monitors and assists students use of assistive technology devices according to instruction/guidance of certificated staff; *E*

Tutors in selected subjects for remedial, supplemental, daily living/self help or enrichment IEP goals; *E*

Prepares instructional, motivational and decorative materials such as daily visual schedules, worksheets, games, flash cards, awards and displays, as well as letters, notices and other communications; *E*

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

Oversees students during classroom, playground, library, assemblies, field trip, eating activities and during fire and earthquake emergencies and preparedness drills; *E*

Assists students in communication and social activities encouraging self-reliance; assists in transferring children to and from buses, special equipment, classrooms, and events; *E*

Operates, removes, replaces special equipment, devices, orthopedic braces, wheelchairs, monitoring cleanliness and functionality of such apparatus; *E*

Assists and supervises in the toilet training, toileting, diapering, dressing, cleaning, feeding, lifting of children as necessary and maintains awareness of disability of each child; *E*

Administers first aid, CPR as necessary and may perform other specialized physical health care procedures after training by and under the directed supervision of District nurse; *E*

Cleans and helps maintain a high degree of cleanliness throughout the facility using disinfectant soaps on all surfaces, manipulatives, equipment, toys, students and self; *E*

E denotes an essential function of the job.

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, benchmark assessments and behavior intervention plan documentation based on IEP requirements; *E*

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

May assist in orienting and/or training new or substitute staff to procedures/methods used and specific student behavior/needs;

May operate a variety of office equipment;

May take roll;

May answer telephone, takes, transmits messages;

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 teaching functional skills/academics;

General needs and behavior of physically/mentally disabled, emotionally disturbed students including learning reinforcement and behavior modification techniques;

Safe lifting techniques for single, paired and multiple lifts;

Safe working practices and cleaning methods used in working with the severely disabled;

Modern office equipment and procedures;

Basic math and English reading, writing and speaking skills;

Simple record keeping.

Ability to:

Learn and properly use the District's assistive technology;

Determine and retain privileged communications;

Learn and apply District and school policies and procedures;

Use the safe lifting procedures and techniques provided in training;

Establish and maintain accurate records;

Establish and maintain effective working relationships;

React appropriately in emergency medical situations;

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 previous experience working with students and/or the severely disabled is desirable.

LICENSE REQUIRED:

Valid, current CPR and First Aid Certificate.

Some positions may be required to receive training in and be certified in specialized health care procedures.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Performs heavy work - occasional lifting, carrying, pushing disabled students in paired or multiple lifts weighing up to 200 pounds with more frequent lifting, carrying, pushing objects/students weighing up to 50 pounds. Requires frequent standing, sitting, bending, stooping, kneeling; occasionally climbs stools or step ladders and reaches over head. Uses fingers on both hands to do basic signing and to assist/manipulate disabled students; frequently twists wrists/hands when manipulating students. Requires rapid mental and muscular coordination, including the ability to run moderate distances after students requiring adult intervention. Visual acuity sufficient to see and observe student activities and behavior; speech and vocal capacity sufficient to be heard by students in a noisy environment; hearing sufficient to be able to know when a student is having difficulty or is being disruptive. The working environment is both in and out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequently has hands in soapy water and wears latex/vinyl gloves; is frequently exposed to minor and on occasion to severe contagions including blood borne pathogens and illnesses; has constant direct contact with disabled students and frequent contact with students, staff and the public, occasionally in difficult interpersonal situations. Employment contingent upon passing physical and back evaluation test.

Revised 1/98, 10/9/03

Revisions effective 12/13/07