



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## **INSTRUCTIONAL ASSISTANT - SEVERELY DISABLED**

### **JOB SUMMARY:**

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. Performs a variety of duties both in and out of the classroom and plays a major role in caring for the physical needs of the students.

### **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, behavioral and/or significant medical 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). These goals and objectives may include: daily living skills, vocational skills and behavioral skills.

### **REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):**

Under the direction of certificated staff, assist in the presentation of learning materials and work with individual and small groups of children having severe disabilities in various subject matter areas to reinforce class lessons and assist students in completing class and homework assignments; ***E***

Monitor, assist or shadow students in a variety of activities and subject areas utilizing a variety of instructional materials including manipulatives/devices to teach a variety of skills; ***E***

Monitor and assist students use of assistive technology devices according to instruction/guidance of certificated staff; ***E***

Assist and supervise in the toilet training, toileting, diapering, dressing, cleaning, feeding, lifting of children as necessary and maintain awareness of disability of each child; ***E***

Assist the certificated staff in implementing behavior modification and intervention strategies as directed; utilize approved behavior modification techniques to encourage or discourage selected behaviors; ***E***

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

Prepare 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*

Consult with certificated and support staff regarding student progress and behavior, observe, monitor and record student performance and behavior; *E*

Confer with certificated staff or specialists on programs and materials for students to meet student individual needs as identified on student IEPs; *E*

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

Assist students in communication and social activities encouraging self-reliance; assist in transferring children both on and off, to and from buses, special equipment, classrooms, and events; *E*

Operate, remove, replace special equipment, device, orthopedic braces, wheelchairs, monitoring cleanliness and functionality of such apparatus; *E*

Assure the well-being of students by following health and safety practices and procedures, administer 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*

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

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

Maintain 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*

Attend school and in-service meetings, including specific training offered by West Orange County Consortium on Special Education (WOCCSE) and Ocean View School District 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;

Perform general clerical duties in support of the classroom, including making duplications of materials, answering phone and transmitting messages, and operating a variety of office equipment;

May take roll;

May collect and record receipt/disbursement of student monies;

Perform other duties as required to accomplish the objectives of the position.

**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; S
- 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 including the operation of personal computers and word processing software;
- Basic mathematics and science, English usage including reading, grammar, spelling, and punctuation;
- Simple record keeping and documentation;
- Classroom procedures and appropriate student conduct;
- Motivational techniques;
- Procedures and practices of classroom and student safety.

**Ability to:**

- Work successfully with a variety of students;
- Work and communicate effectively with other adults in the school setting;
- Clearly communicate in English and effectively model English usage;
- Exercise extreme levels of patience when conveying information to students with emotional or physical disabilities;
- Appropriately manage students who act out verbally or physically;
- Reinforce concepts and instruction to individual or small groups of severely disabled students as directed by the teacher;
- Recognize individual student learning needs and adapt learning materials and assignments to facilitate learning;
- Tutor individual and/or small groups of students;
- Apply skills, knowledge and abilities in classroom and general school environment;
- Operate a variety of modern office equipment, including personal computer and word processing software;
- Learn and properly use the District's assistive technology;
- Determine and retain privileged communications and information;
- Learn and apply District and school policies and procedures;
- Use the safe lifting procedures and techniques provided in training;
- Establish and maintain accurate records;
- React appropriately in emergency medical situations;
- Understand and carry out oral and written instructions;

- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination is required;
- Some post-secondary education in child development or special education is desirable.

**Experience:**

- Some paid or volunteer experience working with school-age children and/or the severely disabled is required.

**LICENSES REQUIRED:**

Within two (2) months of employment the employee is required to possess and maintain valid, current CPR and First Aid certification.

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

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

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; communicates clearly and is able to understand normal voice conversation; requires rapid mental and muscular coordination, including the ability to run moderate distances after students requiring adult intervention; visual acuity sufficient to see small details in a classroom or playground environment 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; works 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; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor. Employment contingent upon passing physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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Revised 1/98, 10/9/03

Revisions effective 12/13/07

Revisions effective: 9/12/13

Job Description Review and Revisions Effective 5/13/15