



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION

JOB SUMMARY:

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.

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, in various subject-matter areas, who are working on specific goals and objectives based upon their identified unique needs documented in the student's Individual Education Plan (IEP). Some positions may be assigned to accompany students main streamed into general education classrooms.

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, small groups, and occasionally large groups of children in assigned special education programs in various subject matter areas to reinforce class lessons and assist students in completing class and homework assignments; *E*

Monitor, assist 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*

Accompany and assist special education students main streamed into general education classrooms; *E*

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

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

Read and converse with students, explaining words and meanings; *E*

Consult with certificated 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*

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, District benchmark assessments and behavior intervention plan documentation based on IEP requirements and assist certificated staff in assessing the continued needs of students; *E*

Attend school and in-service meetings, including specific training offered by West Orange County Consortium on Special Education (WOCCE) and Ocean View School District related to the unique needs of students; *E*

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

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

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 instructional situations;
- General needs and behaviors of children with special needs limitations;
- General aims and purposes of a special education program;
- Classroom procedures and appropriate student conduct;
- Motivational techniques;
- Procedures and practices of classroom and playground safety;
- Modern office equipment and procedures including the operation of personal computer and word processing software;
- Basic mathematics and science, English usage including reading, writing, and speaking skills;
- Simple record keeping.

Ability to:

- Work successfully with a variety of students;
- Exercise extreme levels of patience when conveying information to students with special needs;
- Reinforce concepts and instruction to individual or small groups of special education students as directed by the teacher;
- Recognize individual student learning needs and adapt learning materials and assignments to facilitate learning;
- Work and communicate effectively with other adults in the school setting;
- Clearly communicate in English and effectively model English usage;
- Tutor individual and/or small groups of students;
- Operate a variety of modern office equipment, including personal computer and word processing software;
- Determine and retain privileged communications and information;
- Learn and apply District and school policies and procedures;
- Learn specific academic programs developed to enhance student achievement;
- Establish and maintain accurate records;
- 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;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities, and sexual orientation of students, parents, teachers, administrators, 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 individuals with special needs is required.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, sits, stoops and bends; occasionally safely lifts, carries, and/or pushes up to 40 pounds; requires frequent standing, sitting, bending, stooping, kneeling; occasionally climbs stools or step ladders and reaches overhead; frequently uses arms, hands and fingers on both hands, 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 primarily inside, occasionally outside exposed to sunlight, wind and weather elements found in a Southern California beach community; has constant direct contact with students, other district staff and the public, occasionally in difficult interpersonal situations; is frequently exposed to minor contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 1/98, 10/9/03

Revisions effective 12/13/07

Revisions effective: 11/14/2013

Job Description Review and Revisions Effective 5/13/15