

## INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

### DESCRIPTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; assist in the preparation of instructional materials and implementation of instructional activities; perform related clerical and health care duties as assigned.

### MINIMUM QUALIFICATIONS:

- Complete at least 2 years of study at an institution of higher education (college level with 45 units)  
OR
- Obtained an associate's (or higher) degree  
OR
- Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.  
OR
- Meet the Paraprofessional requirements with a *CODESP* certification or *No Child Left Behind* certification

### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

- Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom environment; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning instructional activities and materials to meet student needs; accompany and assist students in mainstreamed classes as required.
- Assist students in completing classroom assignments, homework 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.
- Observe and control behavior of students in the classroom according to established policies and procedures; monitor and assist students during outdoor, physical education, field trip and other activities as required; monitor and report progress regarding student performance and behavior.
- Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation of lesson plans and instructional activities; assist students with meeting IEP goals.
- Assist students with letter and word pronunciation and recognition as required; assist students with spelling and writing exercises and assignments.
- Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner.
- Perform a variety of clerical duties in support of classroom activities such as researching, preparing, typing, duplicating and filing instructional materials as required; grade student tests and assignments as assigned; administer and monitor students during tests as directed.
- Assist students with performing and developing independent living, organizational, communication, social and self-help skills as assigned.
- Provide classroom support to the teacher by setting up work areas, decorations and displays, and distributing and collecting paper, supplies and materials; assist with ordering classroom supplies; assist students with organizing personal belongings as needed.
- Communicate with staff and various outside agencies to exchange information and resolve issues

or concerns related to student needs and assigned special education functions; prepare and distribute correspondence as assigned.

- Operate a variety of office and classroom equipment such as a copier, computer and assigned software; assist student with computer operations and assignments; operate audio-visual equipment as assigned.
- Participate in the preparation and serving of food to students as required; order food for students from the cafeteria and clean up after student meals;
- Maintain various records and files related to students, health care, progress and assigned activities; collect and process various forms.
- Attend and participate in meetings and in-services as assigned.

#### **OTHER DUTIES:**

Perform related duties as assigned.

Attend and participate in trainings and professional development as appropriate to respond to the needs of special education students.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Child guidance principles and practices related to children with special education needs.

Problems and concerns of students with special needs.

Safe practices in classroom and outdoor activities.

Basic subjects including arithmetic, reading, writing, grammar and spelling.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and filing techniques.

##### **ABILITY TO:**

Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment.

Assist in the preparation of instructional materials and implementation of instructional activities.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Understand and relate to children with special needs.

Demonstrate an understanding, patient and receptive attitude toward special education students.

Observe health and safety regulations.

Maintain confidentiality as it relates to specific student information and IEP related information

Maintain records and files.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer and assigned software.

#### **LICENSES AND OTHER REQUIREMENTS:**

## WORKING CONDITIONS

- Weather: Exposure to hot, cold, wet, snowy, humid or windy conditions
- Heat: Exposure to non-weather hot temperatures
- Noise: Exposure to constant or intermittent sounds of a pitch and level sufficient to cause marked distraction. Rating 3-4
- Atmospheric Conditions: Exposure to conditions, such as chemical fumes, noxious odors, dust, mist, gases, poor ventilation that affect the respiratory system, the eyes, or the skin
- Hazards: moving equipment, electrical shock if audio/visual equipment is used, high, exposed places, radiant energy, explosives (such as gasoline), cleaning solvents

PHYSICAL ACTIVITIES REQUIRED										
Standin g	Sittin g	Walkin g	Bendin g	Stoopin g	Climbin g	Kneelin g	Pushin g	Twistin g	Reachin g	Crawlin g
D/F	D/F	D/F	D/F	D/F	D/O	D/F	D/F	D/F	D/F	W/F

LIFTING					
	Size of Object	To and From Ground Level	To and From Waist Level	To and From Chest Level	To and From Shoulder Level and Above
#0-10		D/F	D/O	W/O	W/O
#11-20		D/F	D/F	W/O	W/O
#21-50		D/O	D/O	W/O	W/O
#51-100		W/O	W/O	O/R	O/N
#100-125		O/R	O/R	O/R	O/R

CARRYING				
	Distance Carried	Frequency Carried	Method	Height Object
#0-10	200'	D/F	Hand held	Waist level
#11-20	200'	D/F	Hand held	Waist level
#21-50	100'	D/F	Hand held	Waist level
#50-100	200'	W/O	Cart	-
#100-125	4'	O/R	On and off cart	-

Key:

Frequency		Percentage of Frequency	
D	Daily	N	Not performed at all
W	Once a week	R	Rarely
M	Once a month	O	Occasionally
O	Other	F	Frequently
		C	Continuously

Revised 4/8/21, Board Approved 5-12-21

Salary Range: Range E on the Classified Salary Schedule

Employment Period: Based on the school calendar