

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION II

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or groups of students in an assigned critical skills special education Severely Handicapped or Community Based Instructional programs; monitor and report student progress regarding behavior and performance; perform a variety of clerical and supportive duties related to classroom activities.

DISTINGUISHING CHARACTERISTICS:

The Instructional Assistant-Special Education I classification supports the instruction and activities related to a designated non-critical special education program including Learning Handicapped (LH), Resource Specialist Program (RSP) or other related program. Incumbents assigned to the Instructional Assistant-Special Education II classification perform more complex instructional support and assistance for students enrolled in a Severely Handicapped program where handicapping conditions are generally more severe and greater physical demands upon incumbents are required.

REPRESENTATIVE DUTIES:

- Assist a certificated teacher in providing instruction to students in an assigned Severely Handicapped special education program. **E**
- Assist in the preparation of a variety of instructional materials and learning aides; rephrase materials and explain instructions and words; administer, monitor and score a variety of tests. **E**
- Assist with lifting students in and out of wheelchairs, braces and other orthopedic equipment; assist staff members in positioning pupils and in rendering various forms of personal care such as toileting and diapering, dressing, undressing, bathing and grooming; assure the safe use and operation of wheelchairs, prosthetic devices and other equipment. **E**
- Reinforce instruction and vocational training and life skills to students with severe disabilities; confer with teachers concerning programs and materials to meet the individual needs of special education students. **E**
- Assist teacher with implementation of Individualized Education Plans or related programs through instruction in a variety of activities; provide guidance for students in various areas including critical life skills, academic learning, social and leisure skills, physical development and personal hygiene. **E**
- Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials; assist in administering, proctoring tests and charting student progress; maintain student records and files including confidential student records information. **E**
- Perform routine first aid including emergency treatment of children experiencing seizures or respiratory problems orthopedic distress and pulmonary conditions; maintain daily documentation of specialized physical health care services and procedures. **E**
- Provide support to instructional personnel by setting up work areas, displays and exhibits; operate and assist students in the operation of audio-visual and educational training equipment. **E**
- Assist students with vocational and life skills and community resources, such as public transportation, grocery shopping, using cross walks, banking and others. **E**
- Implement assigned sections of pupil behavior management plans which may involve use of approved behavior modification, physical management techniques or other skills or knowledge to establish and maintain appropriate behaviors; supervise and discipline students according to approved policies and procedures. **E**
- Monitor and assist student with special learning needs in drill, practice and study activities; direct students into safe learning activities and functions; maintain an orderly, attractive and positive learning environment. **E**
- Assure the health and safety of students by following health and safety practices and procedures. **E**
- Operate a variety of audio-visual equipment, kitchen appliances and office equipment including typewriter, copier and computer terminal. **E**
- Assist in the management of student behavior through the use of positive reinforcement strategies and techniques; observe and control behavior of students according to approved procedures; assist in the shaping of social behavior.
- Perform related duties as assigned.

KNOWLEDGE OF:

Student guidance principles and practices related to high school aged students with severe handicaps.
Problems and concerns of students with special needs.
Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.
Safe practices in classroom activities.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Classroom procedures and appropriate student conduct.

ABILITY TO:

Reinforce instruction to students with learning disabilities, communication and behavioral problems.
Assist with instruction and related activities in a classroom or assigned learning environment.
Perform clerical duties related to classroom activities.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Understand and work within scope of authority.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in child development related to students with severe or physical disabilities and two years of experience working with high school aged students requiring a specialized learning environment.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificates issued by an authorized agency.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Restrain students who become physically aggressive.
Hearing and speaking to exchange information and make presentations.
Seeing to read assignments and to monitor student activities.
Lifting severely handicapped students out of wheelchairs.

HAZARDS:

Potential exposure to communicable diseases and contact with blood and other body fluids.
Potential exposure to physical injury from aggressive behavior.

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SMJUHSD
Range 15