

## INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION I

### BASIC FUNCTION:

Under the direction of an assigned supervisor, provide instructional support and assistance to teachers and students assigned to a designated special education instructional program, including Learning Handicapped (LH), Resource Specialist Program (RSP) or other non-critical care instructional program; perform instructional support activities related to behavior management and other related activities to special education students; perform a variety of routine clerical duties.

### 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:

- Provide instructional support and assistance to teachers and students assigned to a designated special education instructional program, including Learning Handicapped (LH), Resource Specialist Program (RSP) or other non-critical care instructional program. **E**
- Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of special education students. **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 teacher with implementation of Individualized Education Plans through instruction in a variety of activities; provide guidance for students in various areas including academic learning, vocational, social and leisure skills, physical development and personal hygiene. **E**
- Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials; maintain student records and files including confidential information. **E**
- Provide support to instructional staff by setting up work areas, displays and exhibits; operate and assist students in the operation of audio-visual and educational training equipment. **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**
- Direct group activities of students as assigned; assist in monitoring lunchroom and outdoor activities; assist students load and unload buses. **E**
- Assure the health and safety of students by following health and safety practices and procedures. **E**
- Participate in staff meetings, in-service training programs and parent conferences as assigned. **E**
- Operate a variety of audio-visual equipment 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:**

Basic student guidance principles and practices related to high school aged students with special education needs.

Problems and concerns of students with special needs.

Basic subjects taught in District schools including arithmetic, reading, writing, social studies, science, vocational studies, 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 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 special needs and one year of experience working with high school aged students requiring a specialized learning environment.

**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.

**HAZARDS:**

Potential exposure to communicable diseases and contact with blood and other body fluids.

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SMJUHSD  
Range 13