

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION TLC – Level I

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a classroom teacher in providing instruction to individuals or groups of students in an assigned Therapeutic Learning Center-Level I classroom; assist classroom teacher and staff in maintaining a therapeutic learning environment; monitor and report student progress regarding behavior and performance; perform a variety of clerical and supportive duties related to classroom activities

REPRESENTATIVE DUTIES:

- Assist a classroom teacher in providing instruction and support to students in an assigned special education program. **E**
- Reinforce instruction, vocational training and life skills to students with 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**
- Assist students with vocational and life skills, and community resources such as public transportation, grocery shopping, using cross walks, banking and others. **E**
- Assist teacher with the implementation of Behavior Implementation Plans (BIPs) which may involve use of approved behavior modification, physical management techniques, functional analysis, 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 students with instructional practices such as reinforcement activities and study skills; 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. **E**
- Work with students with severe emotional disturbance disabilities. **E**
- Attend IEP meetings as needed. **E**
- Collaborate with the Therapeutic Learning Class support staff which includes: the mental health specialist, (BCBS) or behavioral specialist, psychologist to support student academic and social emotional needs. **E**
- Use principles and techniques taught in the Nonviolent Crisis Intervention program (training), such as implementing the CPI Verbal Escalation Continuum. **E**
- Communicate with regular education and special education teachers and collect data regarding their academic performance. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Specialized medical services and proper administration procedures for students.

Student guidance principles and practices related to high school aged students with severe disabilities.

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.

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.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Driving a vehicle to conduct work.

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 physically disabled 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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Range 16