

June 16, 2021

ANNOUNCEMENT
OF POSITION VACANCY

SPECIAL EDUCATION
INSTRUCTIONAL ASSISTANT for 2021/22

CLASSIFIED

INHOUSE TRANSFER CLOSING NOON 6/22/2021

SALARY

Step 3 \$15.40-16.40

Initial placement at Step A, B or C of a six step salary schedule based on previous experience.

APPLICATION DEADLINE

OPEN UNTIL FILLED

WORK SITE

Districtwide-Assignment based on need- Currently Willits High School, Community Learning Center (CLC)

DEFINITION

Under the general supervision of the site principal, and subject to the day-to-day instructions of one or more classroom teachers, provides academic and life skills instruction, and behavior management.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Duties and Responsibilities may include, but are not limited to, the following:

- Group and one on one instruction in academic and life skills with severely handicapped students.
- Enforce school and classroom behavior policies by instructing and modeling appropriate social behaviors and assisting student to understand and follow behavioral standards and discipline, restrain or remove students from the classroom when behavior becomes disruptive, uncontrollable or harmful to the child or others.
- Assist with the assessment, documentation of special education student academic and living skill abilities.
- Assist with preparation of lessons, special projects and seat work by organizing materials, cleaning up work areas after learning activities, and putting materials away after lessons
- Assist special education students with medical needs.
- Support special needs students by assisting with mobility and physical needs by performing tasks such as pushing a wheelchair, carrying belongings, removing and putting on clothing, tying shoes, feeding, toileting (which includes changing soiled clothing and reminding student to use the restroom) and personal hygiene, lifting students after falling, guiding hands and feet, participating in games, and playing on playground equipment.
- Support special needs students by performing, assisting and teaching medical procedures (such as but not limited to: blood sugar testing, injections, medication and catheterization), as directed by the teacher, physician and district nurses.
- Monitor and protect students during seizure.
- Monitor, assist and direct the work of students: accompanying and supervising students on field trips.
- Encourage student independence.
- Reinforce student self esteem, self image and morale; encourage independence and self confidence.
- Perform other related duties as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES (At time of application)

- Knowledge of conflict resolution and behavior management techniques.
- Ability to maintain confidentiality related to student information.
- Ability to follow directions and work independently.
- Ability to operate copier, computer, laminating machine, etc.

EDUCATION AND EXPERIENCE

- Education equivalent to graduation from high school.
- *NCLB Compliant*

- Two (2) years experience with special needs children.
- Post secondary education focusing on students with learning and/or physical disabilities preferred.
- Successful experience as a classroom instructional assistant preferred.

LICENSES

- A valid motor vehicle operator’s license (required)
- Valid CPR and First Aid Certification (desirable)

PHYSICAL ABILITIES

- May be required to work with medically fragile students.
- May be required to assist with transitioning of students using orthopedic appliance.
- Sufficient mobility to move about within a school site and in a classroom.
- May be required to lift up to 40 pounds.
- Assist student with toileting.

WORK HOURS

6 hours/ day, 5 days per week/10 months/year. Start date is based on successful fingerprint clearance.

APPLICATION PROCESS

Inhouse applicants need only complete “For Current Employee Use” form.

In order to be considered for this position, candidates must submit:

- A completed application form
- Resume
- A personal letter of application stating the reasons for your interest in the position
- Two (2) current professional letters of reference

Application packets may be addressed to:

Willits Unified School District
Human Resources
1277 Blosser Lane .
Willits, CA 95490

SPECIAL NOTE: Potential applicants are advised that the meeting of stated job requirements does not assure invitation to interview.

AN EQUAL OPPORTUNITY EMPLOYER