



Alpine Union School District

Equal Employment Opportunity

CLASSIFIED
Job Class Description
4270.19

INSTRUCTIONAL ASSISTANT, SPECIAL EDUCATION

DIVISION: Special Education

SALARY SCHEDULE: Classified
LEVEL: Range 14

REPORTS TO: Principal or Designee

DATES CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective:.....

PURPOSE:

Under the general direction of the Principal or designee and direct supervision of a special education teacher or other assigned administrator, the classification of Instructional Assistant, Special Education assists in the instructional program and behavioral management of physically, emotionally, and students with disabilities in Special Day Classes, Resource Specialist Programs and/or any other regular education or special education program; provides instruction and a positive role model to students in basic living skills, social interactions, and academic development. Incumbents in this classification provide students, staff and the public with special education instructional services which directly support student learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Instructs special education students, one-on-one, small groups or in pull-out and push-in sessions in academic activities, basic living skills and other learning activities using a variety of alternative programs, applying and refining skills learned as an Instructional Assistant, Special Education Trainee, in order to implement goals for remediation of student deficiencies and to ensure student success.
- Assists the teacher in modifying curriculum and instruction to meet the special needs of individual students.
- Assists in implementing Individualized Education Program (IEP) objectives.
- Assists in administering academic assessment tests.

Job Class Title: **Instructional Assistant, Special Education**

Updated 11/2019

Previous job class approval/revision dates: 01/15/1986, 08/25/1993, 05/14/2008

Page 1 of 4

- Works with classroom teachers and other instructional personnel in assisting special education students mainstreamed in a regular classroom; assists special education students in regular education classrooms as assigned.
- Assists in organization and preparation of instructional materials; corrects student work; records appropriate data (e.g., seizure charts, diaper and toileting records, IEP and academic data).
- Assists teachers with supervision of pupils in the classroom and on the playground; participates in physical education activities as assigned; accompanies students on community vocational training trips.
- Assists students in getting on and off school buses.
- Supervises students in the absence of the teacher.
- Uses behavior management skills in implementing behavioral strategies.
- Lifts and assists students in the use of wheelchairs, classroom and playground equipment, changing tables, bathrooms and other school facilities.
- Assists with a variety of medically related duties including administering medications, oral and tracheal suctioning, catheterization and changing colostomy bags as required by individual students and as trained by District nurse.
- Applies feeding techniques, including tube feeding, as prescribed by the teacher.
- Assists students with toileting, diapering, and hygiene as assigned.
- Assists students with orthopedic and other adaptive devices (e.g., braces, walkers, Unitized Functional Orthotic [UFO]).
- Provides instruction to parents and students in assigned program, such as the infant/toddler program, under the direction of the supervising teacher.
- Operates classroom and office equipment (e.g., copier, laminator, television, Docucam, Chromebooks, iPads, computers, assistive technology, paper cut presses) in support of learning activities.
- Assists in scheduling students for pull-out or reinforcement of skills taught, and supports students in all programs as assigned.
- Assists in implementing physical therapy, occupational therapy, speech and language, Adaptive Physical Education and appropriate sexual health education instruction as assigned and instructed.
- Uses alternate language or communication skills (e.g., Spanish, sign language, Picture Exchange Communication System [PECS], etc.) as required.
- Assists in maintaining a clean and safe environment for students and staff.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

KNOWLEDGE OF:

- Correct English usage, punctuation, spelling and grammar, and vocabulary.
- General concepts of child growth and development, and child behavior characteristics.
- Basic record-keeping methods.
- Classroom procedures and appropriate conduct.
- Basic arithmetical concepts, and subjects taught as applicable to assignment.

Job Class Title: **Instructional Assistant, Special Education**

Updated 11/2019

Previous job class approval/revision dates: 01/15/1986, 08/25/1993, 05/14/2008

Page 2 of 4

- Public education goals and objectives.
- Mandated Reporter requirements.
- Behavior management and positive reinforcement methods for discipline issues.
- Proper toileting techniques for students in varying conditions.
- Procedures and best practices for emergency issues (e.g., fire, lockdown, duck and cover, etc.).
- Computer software utilized in the classroom.
- Operation of duplicating machines and instructional equipment.
- Basic first aid principles.

ABILITY TO:

- Tutor individual and small groups of special education students in academic subjects, physical education, basic living skills and other assigned instructional areas.
- Provide support and assistance to a teacher in implementing IEP objectives for individual students.
- Utilize devices to assist students (e.g., Hoyer Lifts, wheelchairs, walkers, gait trainers, etc.).
- Utilize behavior management techniques according to established guidelines.
- Assume responsibility for supervising students.
- Learn and utilize standard teaching aids and office machines.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Demonstrate an attitude toward students that is understanding, patient, warm and receptive.
- Understand and carry out oral and written instructions.
- Establish and maintain rapport and effective working relationships with students with disabilities, staff and the community.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Follow department and District policies and procedures.

EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:

Training and Experience:

High school diploma or the equivalent.

Two years of college (48 units), or

A. A. degree (or higher), or

Pass a local assessment of knowledge and skills in assisting in instruction.

Job related experience working with children in the instructional program and behavioral management of students with disabilities in Special Day Classes, Resource Specialist Programs and/or any other regular education or special education program is highly desirable.

Must successfully complete the District's competency-based program requirements as Instructional Assistant, Special Education Trainee within a six-month period, whereupon advancement in classification will occur. Or must have significant education or training which would preclude initial Trainee designation.

Licenses and Certificates:

CPR and First Aid Certification

Some positions in this class may require a valid California driver's license to drive personal vehicle to assist students at more than one school during the work day.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

Good physical condition as determined by pre-employment inquiries and medical examination.
Significant standing, walking, lifting, carrying, pushing, and/or pulling
This job requires the ability to lift objects weighing up to 50 lbs.
Reaching overhead and above shoulders.
Bending at the waist, kneeling or crouching to assist students.
Restraining students who become physically aggressive.
Dexterity of hands and fingers to operate standard office and classroom equipment and materials.

Hazards:

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