

**Oroville Elementary School District
Job Description**

JOB TITLE: INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION I

SALARY LEVEL:	23	DIVISION:	Classified
DEPARTMENT:	School Site	LOCATION:	School Site
REPORTS TO:	Site Administrator		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED	March 25, 1998
		REVISED	November 23, 1998
		REVISED	March 10, 1999
		REVISED	September 26, 2018

SUMMARY: The primary responsibility of the Instructional Assistant Special Education I is to assist special education students in the areas of English/Language Arts, mathematics, and social behavior. The Instructional Assistant Special Education I works with small groups of students under the direction of the teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists with the instruction of special education students primarily in the areas of English/Language Arts, mathematics, and social behavior.

Assists in developing instructional materials for the special education students.

Plans with the teacher to assure that correct and appropriate instructional techniques are being used.

Performs clerical work required for class recordkeeping, operates office equipment, such as photocopier, laminator, and computer.

Communicates with the teacher about the students' progress.

Monitors students' progress in mainstreaming situations.

Assists the teacher in monitoring pupils in the classroom and supervising students on field trips, recess, and other activities.

Assists the teacher in preparing materials for instruction..

Brings personal and educational needs of students to the classroom teacher's attention.

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Assists teacher in the administration of tests, when requested.

Maintains confidentiality of student information.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED). One to three months related experience and/or training; or, equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on a one-on-one basis with staff, parents, and students. Communicate with sensitivity, confidentiality, and accuracy.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in situations. Function well in emergencies and well under pressure. Accept directions and intelligently follow instructions. Work cooperatively with the public, administration, pupils, and fellow employees.

CERTIFICATES, LICENSES, REGISTRATIONS:

Instructional Aide Proficiency Exam Certificate (CODESP); or AA degree or higher; or 48 plus college units

OTHER SKILLS AND ABILITIES: Ability to provide a nurturing, caring, and compassionate attitude to students with a wide range of handicapping conditions. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

PCC:slc
previously INSTRUCTIONAL AIDE SP ED I