

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### INSTRUCTIONAL ASSISTANT II-SPECIAL EDUCATION

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#### **DEFINITION:**

Under the direction of the Principal or Vice Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students with severe physical, multi-severely disabled, medically fragile, behavioral or emotional disabilities assigned to a Special Day Classroom (SDC) or general education classroom; assist students with performing and developing academic, social, behavioral, personal hygiene self-help and life skills; assist in the preparation of instructional materials and implementation of Individual Education Plans (IEPs); perform routine clerical and supportive tasks for instructional personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist a certificated teacher in reinforcing instruction to individual or small groups of students with moderate to severe special needs in a classroom or other learning environment.
- Assist a teacher with the implementation of Individualized Education Plans (IEP); assist assigned students in reaching IEP academic, emotional, social, physical and behavioral goals.
- Tutor individual or groups of students; conduct individual and/or small group instructional lessons and/or activities, as directed by the teacher.
- Assist students with performing and developing proper social behavior, grooming, personal hygiene and self-help skills including toileting students, changing diapers and soiled clothing as assigned by the position.
- Assist the teacher and staff with the supervision of students in the classroom, playground, cafeteria and during other school activities as assigned; assist students with feeding activities; prepare, blend and process food for students.
- Support and assist in the enforcement of classroom, school, and district rules; assure student understanding of classroom rules and procedures.
- Assist students with performing and developing academic, social, behavioral skills; assist in shaping student's behavior through positive reinforcement, redirection and other strategies.
- Prepare instructional materials and other related materials, as needed by the teacher; disseminate and collect student assignment work sheets and materials.
- Confer with the teacher concerning lesson plans and adapt materials to meet student needs; report progress regarding student performance and behavior.
- Perform a variety of clerical duties in support of classroom activities such as preparing, inputting data, duplicating and filing instructional materials; assist the teacher with maintaining records, logs and student files related to attendance, grades, progress, behavior and assigned activities; collect, track and record data.
- Escort students to and from designated school locations; assist in loading and unloading students on and off buses.
- Push students in wheelchairs; lift, move and operate adaptive devices and equipment as needed.
- Utilize a variety of instructional aids, computer assisted instructional programs, adaptive equipment, kitchen appliances, assistive devices or mobility related equipment such as walkers, gait trainers, hoist lifts and standers.
- Place students in standers, wheelchairs and other apparatus; move or position student's in and out orthopedic equipment as directed.
- With appropriate training by District personnel, assist by providing emergency behavioral interventions.
- With appropriate training by District health personnel; may perform specialized health care procedures for assigned students with a 504 plan or IEP including specialized feedings, EPI pen, seizure plans and diabetic care.

- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean and sanitize classroom desks, tables and work areas.
- Communicate with staff, administrators and others to exchange information and resolve issues or concerns related to IEPs, student activities and behavior; collect, track and record data on student behavior as directed.
- Operate a variety of standard classroom and office equipment including a computer and assigned software.
- Attend and participate in meetings and in-service trainings as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and two years experience working with school age children in an educational setting or learning environment.

##### Licenses and other Requirements

- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
  - Completed at least two years of study at an institution of higher education or,
  - Obtained an associate's or higher degree (college level) or,
  - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.
- Participation in District-approved restraint training within six months of employment and renewed as required.

#### **DESIRED QUALIFICATIONS:**

- One year experience working with physically, multi severely disabled, medically fragile, and behaviorally challenged individuals.
- Valid First Aid/CPR certification.

##### Knowledge of:

- Child guidance principles and practices.
- Social, behavioral and academic needs of students with profound physical and developmental disabilities.
- Behavior management strategies and techniques relating to students with physical, severe and behavioral special needs.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic principles, goals and objectives of Individual Education Plans (IEP).
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable laws, codes, regulations, policies and procedures related to assigned position.
- Safe practices in classroom and playground activities.

- Operation of standard classroom and office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Assist students with personal hygiene, grooming, self-help and life skills.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Understand and follow oral and written directions,
- Establish and maintain cooperative and effective working relationships with others.
- Utilize a variety of assistive devices and mobility related equipment.
- Move or position student's in and out orthopedic equipment and during classes as directed.
- Communicate effectively both orally and in writing.
- Work under close supervision and direction from classroom teacher.
- Maintain records and confidentiality of student information.
- Observe health and safety regulations.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/classroom/outdoor environment.

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.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.
- Reaching overhead and above shoulders to access materials.
- Moving or positioning students in and out orthopedic equipment and wheelchairs.
- Sitting or standing for extended periods of time.
- Lifting, carrying, or pushing moderately heavy objects
- Bending at the waist, kneeling or crouching to assist students.
- Walking to and from designated locations.

Hazards:

- Contact with dissatisfied or abusive individuals.
- Potential for contact with blood, other body fluids and communicable diseases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 2/4/14**

**Unit Approved: 5/21/14**

**Board Approved: 6/16/14**

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