

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### INSTRUCTIONAL ASSISTANT II-SPECIAL EDUCATION-TRANSITIONS

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#### **DEFINITION:**

Under the direction of the Senior Director-SELPA or Program Manager-Special Education, assist a certificated teacher in reinforcing instruction to individual or small groups of students ages (18-22) with special needs in a classroom or community based instructional/vocational learning environment; assist in the preparation of instructional materials and implementation of Individual Education Plans (IEPs); provide community based instructional and behavioral support and reinforce independent living, vocational, social skills; 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 ages (18-22) with special needs in a classroom or community based instructional/vocational learning environment; monitor and oversee student drills, practices and vocational activities.
- Assist a teacher with the implementation of Individualized Education Plans (IEP); assist assigned students in reaching IEP academic, emotional, social, physical and behavioral goals.
- Provide community based instructional and behavioral support to assigned students in a special education classroom, community based or work site environment.
- Assist in the development and implementation of mobility and job training models in the enhancement of student vocational, social, travel and independent living skills.
- Conduct individual and/or small group instructional lessons and activities, as directed by the teacher; prepare instructional materials and other related materials, as needed by the teacher.
- Assist students in developing self-advocacy, independent travel and strategies to adapt to unfamiliar places and situations including walking safely to destination, using public transportation and complying with traffic signals and street signs.
- Train and supervise students at job sites; demonstrate job tasks and model work ethics for assigned students; serve as a liaison between students, employers, and teachers; maintain data related to job sites.
- Reinforce independent living and self-help skills to assigned students; assist students with performing and developing cooking, shopping, laundry, gardening and cleaning skills; assist students in developing proper money handling, budgeting and coin recognition.
- Assist students with performing and developing proper social behavior, grooming, personal hygiene and self-help skills including feeding, toileting students, changing diapers and soiled clothing as assigned by the position.
- Place students in braces, wheelchairs and other apparatus; move or position student's in and out orthopedic equipment as directed.
- Utilize a variety of instructional aids, adaptive equipment, kitchen appliances, job site equipment, assistive devices or mobility related equipment.
- Assist students in completing assignments, homework, work based duties and assigned projects; assure student understanding of classroom and work site rules and procedures.
- Perform a variety of clerical duties in support of classroom and community based instructional activities such as preparing, typing, duplicating and filing instructional materials.
- Assist the teacher with maintaining records, logs and student files related to attendance, grades, progress, behavior and vocational activities.
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.

- 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.
- Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns related to IEPs, student activities and behavior.
- Operate a variety of classroom and office equipment including a computer and assigned software; travel to job sites with students as assigned.
- 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 one year 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.

#### **DESIRED QUALIFICATIONS:**

- Some experience working with individuals with special needs.
- Valid First Aid/CPR certification.

##### Knowledge of:

- Community based instructional and behavioral support programs.
- Basic principles of American Disabilities Act (ADA).
- Methods of career and vocational education and demonstration of related training techniques.
- Child growth, development and behavioral characteristics of students with special needs.
- Basic instructional methods and techniques.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Behavior management strategies and techniques relating to students with special needs.
- Correct English grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Utilization of a variety of assistive devices and mobility related equipment.
- Basic principles, goals and objectives of Individual Education Plans (IEP).
- Operation of standard classroom and office equipment including a computer and assigned software.
- Basic record-keeping techniques.

Ability to:

- Assist with community based instruction or vocational based learning and related activities.
- Train students in vocational, academic and community based skills.
- Communicate effectively both orally and in writing in English.
- Reinforce instruction to individual or small groups of special needs students as directed by the teacher.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Provide supervision and learning activities to students in an assigned classroom, community based outings and at worksites.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Assist students with feeding, dressing, toileting, diapering and grooming as assigned.
- Demonstrate a patient, receptive, and empathetic attitude toward students.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Maintain records and files.

**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.
- 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 public transportation and to student work sites.

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: 9/26/95**

**Unit Approved: 10/10/95**

**Board Approved: 5/31/88, Revised: 9/5/95, 10/23/95**

**FLSA Status: Non Exempt**