

## INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION

### Purpose Statement

Under the direction of an assigned administrator assists in the supervision, care and instruction of special needs students in the regular classroom or in a self-contained classroom; assists in implementing plans for instruction; and performs a variety of clerical support duties related to classroom and program activities. Incumbents may be assigned to a program, classroom, or to assist specific students.

### Essential Functions

- Assists the classroom teacher by instructing students in a variety of activities in individual and group settings (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives, implementing plans for redemption of students deficiencies in accordance with students individual educational program goals and ensuring students success in school.
- Administers tests, homework, make-up work, etc. for the purpose of assisting teacher in evaluating students' progress and/or recognizing the individual needs of the students.
- Assists in adapting classroom activities, assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for all special education students to participate in classroom activities.
- Assists classroom teacher with a variety of tasks (e.g. art projects, reading out loud, classroom rules, coordinating group work projects, supervising students, etc.) for the purpose of providing support while maintaining an environment conducive to learning.
- Assists in the implementation of behavioral plans designed by IEP team for students with behavior disorders or other conditions for the purpose of assisting in meeting special education students' needs and providing a consistent environment.
- Consults with teacher/s (special education and/or mainstream teacher) on a regular basis for the purpose of assisting in evaluating special education student progress and/or implementing IEP's objectives.
- Maintains instructional materials and/or manual and electronic files and records (e.g. adapting instructional materials, checking papers, set up adapted projects, etc.) for the purpose of documenting activities, providing an up to date reference and audit trail.
- Monitors supplies, materials, and other classroom needs for the purpose of order preparation.
- Assists students with developing social and communication skills as directed.
- Participates in a variety of meetings, workshops, seminars, training, conferences, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of providing a safe and positive learning environment.

### Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under some hazardous conditions.

**Education/Experience**

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

**Required Testing**

Pre-employment Proficiency Test or 48 college credits.

**Certificates & Licenses**

None Specified

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*“Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics.” SUHSD Board Policy 0410*

*Paraprofessional Job Description*

*Adopted by BOT 2/19/13*

*Revised 06/12/17*

*Salary Range: 42*