

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

REPORTS TO: Executive Director, Principal, or Designee

SUPERVISES: No supervisory responsibilities

DEFINITION:

Assist the teacher in reinforcing instruction to individual or small groups of moderately to severely handicapped special education students, ages birth to 22. Assist in the preparation of instructional materials and implementation of Individualized Education Plans (IEPs). Provide routine clerical support.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. An AA degree (or equivalent) or passage of proficiency examination in compliance with Education Code and No Child Left Behind Act.
3. Experience working with individuals with special education needs in an organized setting.
4. Valid California driver's license.
5. Sign language or bilingual skills are required for some specifically identified positions.
6. First Aid and CPR certification (provided by SLOCOE) must be obtained within 130 days of employment.
7. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

KNOWLEDGE AND ABILITY:

1. Knowledge of student guidance principles and practices related to students with special education needs; knowledge of basic instructional methods and techniques.
2. Knowledge of basic subjects taught in SLOCOE schools, including arithmetic, grammar, spelling, language and reading.
3. Knowledge of classroom procedures and appropriate student conduct.
4. Knowledge of safe practices in classroom and playground activities.
5. Knowledge of basic record-keeping and report preparation techniques.
6. Knowledge of basic computer operations.
7. Ability to understand and relate to students with special needs.
8. Ability to operate standard office, vocational and classroom equipment including a computer.
9. Ability to perform a variety of clerical duties including typing, filing and duplicating materials.
10. Ability to assist students ages birth to 22 with personal hygiene, feeding, toileting, positioning, diapering, bathing, vocation-related functions, and independent living skills.
11. Ability to assist students in learning activities which enhance social interaction skills.
12. Ability to remain calm and assertive while dealing with students with challenging behaviors.
13. Ability to communicate effectively both verbally and in writing.
14. Ability to understand and follow oral and written instructions.
15. Ability to observe health and safety regulations.
16. Ability to work independently and without supervision if required for certain positions.
17. Ability to drive a SLOCOE car or van to transport students.
18. Ability to create and maintain variable schedules in specified positions.
19. Ability to maintain regular and reliable attendance.
20. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
21. Ability to establish and maintain positive and effective working relationships with diverse populations.

22. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
23. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
24. Ability to deal with problems or issues that arise within the scope and skill set of the classification.

ESSENTIAL FUNCTIONS: (may perform any, but not necessarily all of these essential functions, depending upon assignment)

1. Assist a teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment. Monitor and oversee student drills, practices and assignments in various subjects. Assist teacher with the implementation of IEPs. Confer with the teacher concerning IEPs, lesson plans and materials to meet student needs. Report progress regarding student performance and behavior. Assist teacher in maintaining a supportive and structured classroom environment.
2. Push students in wheelchairs. Lift students in and out of orthopedic equipment and position pupils. Assist students with adaptive devices. Load, unload, and accompany students on buses as directed.
3. Provide tactile, movement, and sensory experiences to students using manipulative devices and toys.
4. Assist students in completing classroom assignments, homework and projects in various subject areas, using writing instruments and assistive technology. Ensure student understanding of classroom rules and procedures. Assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
5. Read books to students and observe their reading abilities. Assist students with letter and word pronunciation and recognition.
6. Utilize sign language and Braille materials to communicate with students if required by the position.
7. Utilize bilingual skills in designated language to translate and communicate with students and parents if required by the position.
8. Assist students with personal hygiene including bathing, brushing teeth and grooming. Assist students with eating activities. Toilet students and change diapers and soiled clothing.
9. Perform clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials. Distribute, collect, prepare and process attendance, medication reports, and other forms and documents. May record student attendance.
10. Observe and control behavior of students in the classroom according to approved procedures. Interact with and monitor students during outdoor activities. Implement IEP goals during Physical Education and recess as directed.
11. Grade student tests and assignments. Maintain records and student files related to grades, progress, medications, IEPs, behavior and assigned activities. Prepare mandated reports and documentation.
12. Transport students using a company car or van to and from designated locations. Accompany students on fieldtrips, public outings, social events, and during outdoor activities.
13. Travel using personal car to student homes, hospital, or other settings in itinerant positions.
14. Operate office and classroom equipment including a copier, fax machine, computer and software.
15. Monitor inventory levels of classroom supplies. Assist in ordering, receiving and maintaining inventory levels of supplies. Order and arrange for food items.
16. Under direction of classroom teacher, communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns. Answer telephone calls, take messages and provide general class and student information to parents and others.
17. Provide routine first aid to injured students according to established procedures. Administer medications according to prescribed instructions. Respond to medical emergencies and prepare related paperwork.
18. Ensure the health and safety of students by following health and safety practices and procedures. Maintain learning environment in a safe, orderly and clean manner.
19. Attend and participate in staff meetings and workshops.
20. Handle confidential information and materials with complete security.

21. Other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

Classroom, hospital, home, group home, playground or community environment.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate specialized medical equipment.
2. Seeing to read a variety of materials and monitor student health conditions.
3. Hearing and speaking to exchange information,
4. Bending at the waist, kneeling or crouching to assist students.
5. Reaching overhead, above the shoulders and horizontally.
6. Walking on uneven terrain.
7. Sit in low chairs or on the floor.
8. Climb stairs.
9. Reach overhead.
10. Sitting or standing for extended periods of time.
11. Physical ability to lift 45 pounds from floor to waist.
12. Physical ability to lift 25 pounds from waist to shoulder.
13. Physical ability to lift 23 pounds from shoulder to overhead.
14. Physical ability to carry 23 pounds.
15. Physical ability to push 48 pounds.
16. Physical ability to pull 75 pounds.
17. Physical ability to position a student who may weigh 150 pounds or more, to conduct two-person lifts, and to manipulate wheelchairs and orthopedic devices such as lifts, slings, etc.

HAZARDS:

1. Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.
2. Contact with dissatisfied or abusive individuals.
3. Potential exposure to verbal abuse and aggressive behaviors (hitting, biting, scratching, kicking, etc.)

Grade Allocation: 16
Adopted: 7/1/04
Revised: 8/10/12; 10/24/12