

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: INSTRUCTIONAL ASSISTANT, EMOTIONALLY DISTURBED AND ALTERNATIVE EDUCATION

REPORTS TO: Executive Director, Principal, or Designee

SUPERVISES: No supervisory responsibilities

DEFINITION: Assist a classroom teacher in reinforcing instruction to individual or small groups of emotionally disturbed or alternative education school students (K-12) in a classroom or other learning environment. Assist in behavior management and instruction modification for students with challenging behaviors. Tutor students in elementary, junior high, and high school subjects. Assist in the preparation of instructional materials and implementation of lesson plans. Provide routine clerical support.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. AA degree (or equivalent) or passage of proficiency examination in compliance with Education Code and No Child Left Behind Act.
3. Sufficient training and experience to demonstrate the knowledge and abilities listed below, including experience working with students in an organized setting
4. First Aid and CPR Certification (provided by SLOCOE) must be obtained within 130 days of employment.
5. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. Experience with at-risk or emotionally disturbed youth.

KNOWLEDGE AND ABILITY:

1. Knowledge of student guidance principles and practices related to children with special education or behavioral needs, which may include addictions, probation, homelessness, abuse, teenage pregnancy, autism, bipolar disorder, drug use, truancy, and anger disorders.
2. Knowledge of subjects taught in SLOCOE schools, including mathematics, language arts, social studies, science, and electives.
3. Knowledge of classroom procedures, safe practices in classroom and school yard, and appropriate student conduct.
4. Knowledge of methods of collecting and organizing data.
5. Knowledge of basic record-keeping and report preparation techniques.
6. Ability to assist with instruction and related activities in a classroom or assigned learning environment.
7. Ability to remain calm and assertive while dealing with students with challenging behaviors.
8. Ability to demonstrate an understanding, patient, and receptive attitude toward students with special education or behavioral needs.
9. Ability to monitor, observe and report student behavior and progress according to approved policies and procedures.
10. Ability to observe health and safety regulations.
11. Ability to perform a variety of clerical duties including operating a computer, typing, filing and duplicating materials.
12. Ability to establish and maintain cooperative and effective working relationships with others.

13. Ability to communicate effectively both verbally and in writing.
14. Ability to understand and follow oral and written instructions.
15. Ability to maintain regular and reliable attendance.
16. Ability and willingness to obtain Crisis Intervention Training (CIT) certification (provided by SELPA and/or SLOCOE) as required by the position.
17. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
18. Ability to establish and maintain positive and effective working relationships with diverse populations.
19. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
20. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
21. Ability to deal with problems or issues involving several concrete variables in standardized situations.

ESSENTIAL FUNCTIONS:

1. Assist a teacher in reinforcing instruction to individual or small groups of Alternative Education or emotionally disturbed students in a classroom or other learning environment. Assist assigned teacher with the implementation of lesson plans and IEPs. Confer with the teacher concerning IEP's, lesson plans and materials to meet student needs.
2. Assist students in the completion of classroom assignments, homework and projects in various subject areas. Monitor and oversee student drills, practices and assignments in various subjects, such as algebra, geography, art, and English/Language Arts. Assist students with a variety of computer operations as directed.
3. Assist with administering student tests as required. Grade student tests and assignments. Assist in implementing approved procedures of behavior management and instruction modification for students with challenging behaviors, which may include anger, emotional issues, autism, bipolar disorders, drug use, or truancy. Ensure student understanding of classroom rules and procedures. Record data and progress regarding student performance and behavior.
4. Ensure the health and safety of students by following health and safety practices and procedures. Maintain the learning environment in a safe, orderly and clean manner. Provide classroom support by setting up work areas and displays and distributing and collecting paper, supplies, and materials.
5. Assist students with the development of social, vocational and job searching skills as assigned.
6. Supervise the loading and unloading of students on buses as directed. Escort students to and from designated locations as assigned. Monitor and interact with students during outdoor PE, and other recreational activities as directed. Accompany students on field trips, recreational functions, social events, and during outdoor activities.
7. Assist students with physical education and recreational activities and games.
8. Prepare and serve breakfast, lunch and snacks to students. Record and notify appropriate staff of lunch counts. Collect, track, and record school lunch money as assigned. Order and arrange for food items.
9. Provide routine first aid to injured students according to established procedures as needed. Administer medications according to prescribed instructions as required. Respond to medical emergencies and prepare related paperwork as appropriate.
10. Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials. Distribute, collect, prepare and process attendance, and various other forms and documents. Record and notify parents of student attendance. Answer telephone calls and provide general class and student information to parents and others as assigned.
11. Assist with student enrollment functions as assigned. Prepare mandated reports and documentation as

required.

12. Operate a variety of office and classroom equipment including a copier, fax machine, computer and assigned software.
13. Monitor inventory levels of classroom supplies. Assist in ordering, receiving and maintaining appropriate inventory levels of supplies. Maintain security of classroom and office supplies and equipment.
14. Attend and participate in various meetings as assigned.
15. Assist in relaying information to outside agencies and the public concerning SLOCOE program operations and activities as required.
16. Handle confidential information and materials with complete security.
17. Other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate standard office and classroom equipment.
2. Sitting or standing for extended periods of time.
3. Bending at the waist, kneeling or crouching to assist students.
4. Seeing to read a variety of materials and monitor student activities.
5. Hearing and speaking to exchange information.
6. Physical agility to lift 20 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling moderately heavy objects.
8. Running and walking on uneven or rugged terrain.

HAZARDS:

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

Grade Allocation: 16
Adopted: 7/1/04
Revised:5/25/2005; 12/16/2009