

PLACER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned administrator, assist a certificated teacher in reinforcing instruction to individual or small groups of special education and general education students; assist in the preparation of instructional materials and implementation of individual education plans; provide routine clerical support.

DISTINGUISHING CHARACTERISTICS:

Instructional Assistant I incumbents assist a certificated teacher in reinforcing instruction to special-day class, resource or other non-severe to severe special education students and general education students in a variety of settings. The Instructional Assistant II is the advanced-level classification in the series. Incumbents provide specialized health services to individual or small groups of moderate to severe special education students and assist a certificated teacher in reinforcing instruction to special-day class, resources, or other non-severe special education and general education students in a variety of settings.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; prompt students to help students arrive at a correct concept or answer; confer with the teacher concerning lesson plans and materials to meet student needs.

Assist a certificated teacher in reinforcing instruction to individual or small groups of special education and general education students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of individual education plans.

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, medication and various other forms and documents; record student attendance as assigned; assist with testing activities as assigned; read testing materials to students as needed.

Explain and assure student understanding of classroom assignment and homework instructions; explain words and concepts as necessary; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior.

Observe and control behavior of students in the classroom according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational

activities as directed. Provide job shadowing and guidance to students in the workplace or in a work training program.

Maintain records and student files related to attendance, progress, behavior and assigned activities; prepare mandated reports and documentation as required.

Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with writing exercises and assignments.

Escort students to and from designated locations as assigned, including job placement/training sites; accompany students on fieldtrips and during outdoor activities.

Assure the health and safety of students by following health and safety practices and procedures; maintain 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.

Schedule IEP calendar as assigned by the position; invite attendees, call parental guardians and mail related information as necessary; prepare materials for meetings.

Operate a variety of office and classroom equipment including a copier, fax machine, computer and assigned software; serve as a data team representative, entering data into assigned database, monitoring data and generating and distributing reports.

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 as assigned.

Provide routine first aid to injured students according to established procedures as needed; prepare related paperwork as appropriate.

Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned; order and arrange for food items as required.

OTHER DUTIES:

Assist students with grooming, hygiene, toileting and eating activities.

Load and unload students on buses as directed; push students in wheelchairs; assist students with adaptive devices as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Child guidance principles and practices related to at-risk children and children with special education needs.

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Problems and concerns of at risk students and students with special education needs.
Classroom procedures and appropriate student conduct.
Safe practices in classroom activities.
Operation of standard office and classroom equipment including a computer.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping and report preparation techniques.
First aid and CPR procedures.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individual or small groups of special education and targeted general education students as directed by the teacher.
Assist in the preparation of instructional materials and implementation of individual education plans.
Perform a variety of clerical duties including typing, filing and duplicating materials.
Understand and relate to students with special needs.
Assist students with personal hygiene, feeding, toileting, vocation-related functions, positioning and independent living skills as assigned.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Demonstrate an understanding, patient and receptive attitude toward special education and at-risk students.
Read books to students and assist with reading and writing activities as assigned.
Monitor, observe and report student behavior and progress.
Understand and follow oral and written instructions.
Operate standard office and classroom equipment including a computer.
Observe health and safety regulations.
Maintain records and prepare routine reports.
Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":

Complete at least 2 years of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

AND some experience working with students with special education needs in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Pushing children in wheelchairs as assigned by the position.

Bending at waist, kneeling or crouching to file materials.

Lifting, carrying, pushing or pulling light objects as assigned.