

SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT II

Purpose Statement

The job of Special Education Instructional Assistant II was established for the purpose/s of assisting in the supervision and instruction of behavioral and social skills (BASS) or functional life skills (FLS) special education students under the supervision of a certified staff; observing and documenting student progress; implementing plans for instruction; and assisting students by providing for special health care needs.

This job reports to Principal

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the certified staff for the purpose of providing an opportunity for all special education students to participate in classroom activities.
- Assists BASS, FLS, APE, ABLE, or Work Study special education students with classroom and daily living skills (e.g. toileting, diapering, tube feeding, etc.) for the purpose of creating a positive plan of action to address specific student issues and allowing students to function in a school and/or community environment.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Confers with teachers and/or parents as directed by the teacher for the purpose of providing information related to the student's progress as established in their individual educational program.
- Implements academic instruction for individuals or small groups (e.g. math, reading, spelling, music, etc.) for the purpose of meeting learning goals, as described by an IEP.
- Implements behavioral plans designed by IEP team for students with behavior disorders or other emotional conditions for the purpose of assisting in meeting special education students' needs and providing a consistent environment.
- Instructs BASS, FLS, APE, ABLE or Work Study special education students under the direction of certified staff (e.g. math, reading, behavioral skills, daily living skills, writing, verbal skills, etc.) for the purpose of implementing IEP goals and ensuring students' success.
- Maintains instructional materials and/or student files/records (e.g. adapting instructional materials, checking papers, attendance, set up adapted projects, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors student(s) (e.g. lunch, bus stops, playground, classroom, field trips, assemblies, etc.) for the purpose of providing a safe and positive learning environment in school or community.
- Performs record keeping and a variety of general clerical functions (e.g. correcting papers, copying, instructional materials, collecting data, etc.) for the purpose of supporting the teacher in providing necessary records/materials.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or referring to appropriate party for resolution.
- Transports Work Study and ABLE students for the purpose of ensuring that they arrive safely at work location.

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 tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies 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; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic needs, learning styles, and behavior of students with emotional disabilities; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and basic child development theory and principles.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies 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.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional 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 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPI (Crisis Prevention Intervention) Certificate within 30 days of hire
CPR/AED First Aid Certificate within 30 days of hire
"Highly Qualified" Certificate

Continuing Educ. / Training

As needed to stay current on new policies and procedures.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 46

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____