

SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT I

Purpose Statement

The job of Special Education Instructional Assistant I was established for the purpose/s of assisting in the supervision and instruction of special needs students, under the general supervision of a certified staff, in an instructional environment; assisting students in performing their academic studies; monitoring students; and providing clerical support to teacher.

This job reports to Principal

Essential Functions

- Adapts classroom activities, assignments and/or materials as directed for the purpose of providing an opportunity for all special education students performing at different learning levels and/or with different functional limitations to participate in instructional programs.
- Assists students requiring support in addressing personal care needs due to medical condition and/or physical limitations (e.g. toileting, feeding, etc.) for the purpose of allowing students to function in school 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, if requested, for the purpose of providing information related to the student's progress as established in their individual educational program.
- Implements identified accommodations for individuals with IEPs for the purpose of facilitating student learning.
- Implements lessons and accommodations/modifications as directed by certified staff for the purpose of assisting students in achieving their academic and social objectives.
- Instructs students in a variety of activities in individual and group settings for the purpose of reinforcing instructional objectives, implement plans for remediation of students deficiencies in accordance with students individual educational program goals and facilitating students success in school.
- Maintains instructional materials and/or student files/records (e.g. checking papers, attendance, audio visual equipment, set up art/science projects, displays, decorating classroom, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors students in various activities (e.g. classroom, playground, halls, field trips, lunch, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and a variety of general clerical functions (e.g. student records, daily progress charts, correcting papers, copying, preparing instructional materials, etc.) for the purpose of supporting the teacher in providing necessary records/materials.

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: operating standard office equipment including using pertinent software applications; operating equipment used in an instructional environment; 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: general instructional procedures and practices; age appropriate student activities; safety practices and procedures; and stages of child development theory and principles.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using 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. Problem solving is required to identify 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. There is a continual opportunity to have some impact on the organization's services.

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 stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is desired.

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

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire
"Highly Qualified" Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 41

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

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____