

## **SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT III**

### **Purpose Statement**

The job of Special Education Instructional Assistant III was established for the purpose/s of assisting in the supervision and instruction of students with severe physical, cognitive or vision disabilities under the supervision of a certified staff; observing and documenting student progress; and assisting students by providing for special health care needs.

This job reports to Principal

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### **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 with severe physical, cognitive or vision disabilities to participate in classroom activities.
- Assists special education students with severe physical, cognitive or vision disabilities in the classroom under the direction of a teacher, nurse, specialist (e.g. toileting, diapering, tube feeding, adaptive equipment, electronic communication devices, wheelchairs, walkers, etc.) for the purpose of addressing specific student issues and allowing students to function in a 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 academic instruction for individuals or small groups 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 special education students under the direction of certified staff (e.g. behavioral skills, daily living skills, numbers, music, art, 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 special education student(s) with severe physical, cognitive or vision disabilities (e.g. lunch, bus stops, playground, classroom, field trips, assemblies, etc.) for the purpose of providing a safe and positive learning environment.
- Performs appropriate hygiene procedures for self, equipment and classroom for the purpose of providing for a safe and sanitized environment for students and staff.
- Performs record keeping and a variety of general clerical functions (e.g. correcting papers, copying, instructional materials, 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.

### **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 equipment used in specialized health care equipment; operating assistive technology devices and equipment; 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 solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic needs and behavior of children with severe physical, cognitive or vision disabilities; assistive technology devices; instructional procedures and practices; age appropriate student activities; safety practices and procedures; and basic child development theory and principles.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; 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; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact 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; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 30% walking, and 35% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

**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**

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 47

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

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_