

Position:	Instructional Assistant III/Special Education	FLSA: Non-exempt
Department:	Special Education	Salary Grade: 14
Reports to:	Principal or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of an assigned supervisor, perform specialized instructional support to individuals and groups of students having advanced and multiple special needs, specialized training on special topics, or coordination of district-wide programs. This class also applies to licensed vocational professionals such as LVN, LPN, or Physical Therapy Assistant who are integrating significant health care services with instructional support.

The Level III Instructional Assistants have advanced skills, knowledge and training in a single area of specialization (e.g., math, science), and special supplemental training in alternative educational delivery techniques for students with profound special needs. Also applicable would be proficiency in and coordination of District-wide program or project.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist a teacher in implementing lesson plans by providing positive learning experiences, including large or small group instruction and one-on-one tutoring outside instructional time. May assist with classroom management, computer instruction, and other instructional support.
- May visit multiple school sites as directed to assist teacher(s) in the implementation of the special education program.
- Administer informal assessment instruments score objective tests and written papers, and maintain such records for assigned teachers.
- Confer, as needed, with teacher(s) and other personnel concerning programs and materials to which meet student needs. Inform teacher of any pertinent information concerning students in assigned program.
- Prepare and maintain a variety of files and records for assigned special education program and students.
- Collaborate with special education teacher to design and implement curriculum modifications and accommodations.
- May assist in organizing or participating in meetings to share information about student(s) and/or the special education program.
- Confer with teachers and specialists to develop and evaluate individual and group educational goals and objectives. Assist school site(s) with the implementation of special education programs as assigned.
- May assist students with certain hygiene functions including, but not limited to, toileting, diapering, and feeding.

- Employee may be trained and assigned to perform specialized health care procedures such as catheterization, gastrostomy tube feedings and tracheostomy care.
- Escort assigned student(s) to and from events, classes, lunch, and other activities, and maintain supervision as assigned.
- Assist teaching staff and trains assistants or student assistants in the implementation of student learning programs.
- Coordinate training of instructional assistants and other school personnel in administration, scoring and recording informal achievement and diagnostic tests required by the programs. Assist in identifying student proficiency and placement.
- Implement classroom instruction modules at the request of a teacher. Apply technical/professional knowledge of a subject to supplement regular curriculum and/or to assist students with learning difficulties.
- Coordinate, prepare, facilitate and conduct inservice training sessions for instructional assistants, teachers and resource staff. Assist administrative staff in organizing meetings. Participate in meetings to share information about programs to which assigned.
- Assist school sites in acquiring personnel for assigned special programs.
- May assist students with personal hygiene matters, which could involve assisting with lavatory and other personal care activities.
- Perform other duties as assigned that support the overall objective of the position.

## QUALIFICATIONS

### Knowledge of:

- Basic reading, writing, and math skills in order to assist students with academics.
- Basic and specialized instructional techniques for working with students with exceptional needs.
- The special education programs.
- The practices and principles of child guidance.
- Communication skills to interact in both formal and informal settings and with populations having difficulty with verbal and written communications.
- Recordkeeping and computer skills.
- School and classroom rules, policies, procedures, and behavior management techniques.
- Safe practices in classroom activities.
- Interpersonal skills using tact, patience, and courtesy.
- A working understanding of child development principles, practices, and techniques.
- Basic understanding of the education and teaching methods is required.
- Training and leadership skills.
- Considerable communication skills to interact in both formal and informal settings with a wide variety of contacts.

### Ability to:

- Understand District and school site organization, operations, and objectives.

- Implement activities and instructional goals and objectives with special education students.
- Interact with teachers, administrators, parents, and specialists in order to carry out assigned duties.
- Produce routine written program reports and correspondence.
- Assist in providing instruction to individuals or small groups of students in a classroom or other learning environment.
- Print and write legibly.
- Understand and follow oral and written directions.
- Communicate effectively with students and adults both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work with discretion and maintain confidentiality.
- Observe and manage student behavior according to approved policies and procedures.
- Operate instructional and office equipment, including computers, copiers, audio-visual equipment, and VCR.
- Assist teachers, counselors, administrators, and other support providers with the implementation of special programs and or instruction on special subjects.
- Recognize and meet the needs of special populations of students supported by the programs.
- Assess training needs, develop, and implement appropriate programs.
- Deliver instruction to individuals and classroom-sized groups.
- Work with special student populations.
- Pass a qualifying employee entrance evaluation.

### PHYSICAL ABILITIES

This position requires:

- Sufficient arm, hand, and finger dexterity to operate a computer and other office equipment.
- Visual acuity to read words and numbers.
- Lifting of light to moderate objects.
- Sufficient ambulatory ability to stand for sustained periods of time and move to different locations.
- Ability to take precautions against a nominal exposure to health and safety risks.
- Speaking and hearing to communicate in person or over the phone.

### EDUCATION AND EXPERIENCE

The position requires the employee to meet the para-educator criteria of the *No Child Left Behind Act* which is either two years (48 units) of study at an institution of higher education, an associate's degree or higher, or passing a qualifying assessment test. A minimum of four years of experience working with students from a variety of cultures in a structured setting is desired; a Bachelors Degree with six months of experience may substitute. When applicable for health care considerations, the minimum requirement is a Licensed Practical (Vocational) Nurse or Certified Physical Therapy Assistant.

### LICENSES AND CERTIFICATES

May require a valid California driver's license.

May require successful completion and certification of CPR/First Aid and Crisis Prevention Training, such as Physical Assault Response Training (PART) (District will arrange for training.)