

EVERGREEN ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide instructional support and assistance to teachers and students assigned to a designated special education instructional program, including Special Day Class (SDC), Resource Specialist Program (RSP), Primary Intervention Program (PIP) or other instructional program; perform instructional support activities related to behavior management and other related activities to special education students; perform a variety of routine clerical duties.

REPRESENTATIVE DUTIES:

Provide instructional support and assistance to teachers and students assigned to a designated special education instructional program, including Special Day Class (SDC), Resource Specialist Program (RSP), Primary Intervention Program (PIP) or other instruction program. *E*

Provide instructional assistance to individuals or groups of special education students in a special class or when mainstreamed into regular classrooms; assist special and regular education students with whom they are mainstreamed during classroom activities and various other activities as directed. *E*

Assist in the preparation of a variety of instructional materials and learning aides; rephrase materials and explain instructions and words; administer, monitor and score a variety of non-standardized tests. *E*

Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of special education students. *E*

Assist teacher with implementation of Individualized Education Plans through instruction in a variety of activities; provide guidance for students in various areas including academic learning, social skills, physical development and personal hygiene. *E*

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials; assist in administering, proctoring and charting student progress; maintain student records and files. *E*

Provide support to instructional personnel by setting up work areas, displays and exhibits; operate and assist students in the operation of audio-visual and educational training equipment. *E*

Monitor and assist students with special learning needs in drill, practice and study activities; direct students into safe learning activities and functions; maintain an orderly, attractive and positive learning environment. *E*

Maintain the confidentiality of student records and information according to established guidelines. *E*

Assure the health and safety of students and self by following health and safety practices and procedures. *E*

Participate in staff meetings, in-service training programs, and parent conferences as assigned. *E*

Operate a variety of audio-visual equipment and office equipment including typewriter, copier and computer terminal. *E*

Perform related duties as assigned.

Instructional Assistant – Special Education – continued
KNOWLEDGE AND ABILITIES:

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KNOWLEDGE OF:

Child guidance principles and practices related to children with special education needs.
Problems and concerns of students with special needs.
Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.
Safe practices in classroom activities.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Classroom procedures and appropriate student conduct.

ABILITY TO:

Reinforce instruction to students with learning disabilities, communication and behavioral problems.
Assist with instruction and related activities in a classroom or assigned learning environment.
Perform clerical duties related to classroom activities.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Understand and work within scope of authority.

EDUCATION:

Proof of a high school diploma
AA degree or 48 semester units or 60 quarter units
or
Pass the CODESP test given by the County Office of Education

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a typewriter or computer keyboard.
Bending at the waist, kneeling or crouching to assist students.
Sitting or standing for extended periods of time.

HAZARDS:

Potential exposure to physical injury from aggressive behavior.

Classified Salary Schedule: Range 22