

**Instructional Assistant Special Ed III**

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**Purpose Statement**

Under the direction of an assigned supervisor, the job of Instructional Assistant Special Education III is done for the purpose of assisting a certificated teacher, specialist or therapist in providing academic and social instruction and assistance to individuals or small groups of severely handicapped students.

**Essential Functions**

- Assists students in developing various self-help skills, including hygiene, eating, social community, vocational and leisure/recreational skills.
- Assists students during classroom activities, lunch, physical education periods and various other activities as directed; model and assist in tutoring students in appropriate social and academic behavior; assist in integrating special education students into the regular education population and monitor activities as necessary.
- Provide academic and social instructional assistance which could include use of signing instruction to individuals or small groups of severely handicapped students.
- Assists students in developing food purchasing and preparation skills; prepares food to meet student's individual eating needs as needed; feeds students unable to self-feed.
- Observes and controls group activities and behavior of students according to established procedures; monitors and reports progress regarding student performance, progress and behavior; escorts students to various locations on school campus and community based lifeskills activities.
- Provides support to a teacher, specialist or therapist by setting up work areas or displays, assisting in administering tests, preparing instructional, motivational and decorative materials as appropriate; participates in special programs and activities as required.
- Assists in maintaining health and safety of students by being aware of environment and the potential hazards of student actions.
- Performs a variety of clerical duties such as maintaining lunch counts, toileting and behavior modification charts, filing, taking attendance and copying under the direction of the instructor; operates office machines, including computer, copier, tape recorder, VCR and typewriter.
- Provides information on student progress and discusses student daily activities, progress, academic needs and needed course of instruction.
- Assists students by providing proper examples, emotional support, a patient and friendly attitude and general guidance while allowing the student/s to function as independently as possible.
- Provides information and assistance to substitute teachers; participates in meetings and in-service training programs as assigned.
- Prepares speech, language and other lessons appropriate for individuals or small groups for the purpose of implementing programs for remediation of student deficiencies.
- Provides direct instructional services to students under the supervision of a certificated staff member for the purpose of implementing goals for remediation of student deficiencies.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining appropriate approach for students' speech and language services.
- Facilitates communication with peers during recess and informal classroom activities including signing for hearing students.

## Other Functions

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

## Job Requirements: Minimum Qualifications

### **Skills Knowledge and Abilities**

SKILLS are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; preparing and maintaining accurate records; utilizing pertinent software applications; basic skill in signing EE and/or ASLX; adhering to safety practices to meet the needs of students.

KNOWLEDGE is required to perform basic math, including calculation of fractions, percents and/or ratios; read and understand a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: behavior and crisis management techniques; tutorial procedures and practices; and behavior patterns and development limitations of Severely Handicapped students.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of similar types and/or purposes; and utilize job related equipment. Ability to assist students in developing independence and self-help skills, including hygiene, eating, social, community, vocational and leisure/recreational skills; communication/signing to hearing students in a variety of settings including school and community. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; working as part of a team; communicating in a positive, non-threatening manner; building effective relationships; and energy to maintain a work schedule in an intensive, emotionally stressful environment.

### Responsibility

Responsibilities include: working under standardized instructions and/or routines; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be 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 requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 25% sitting, 40% walking and 35% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in a clean atmosphere.

Experience Job related experience is required.

Education Any combination equivalent to: Completion of two years of higher education (48 units), an Associates or higher degree or equivalent experience.

### Required Testing

Pre-Employment Proficiency Exam

### Continuing Educ./Training

As needed and/or required.

FLSA Status Non Exempt

### Certificates & Licenses

CPR/First Aid Certificate  
Para Professional Certificate  
CPI TRAINING

### Clearances

Criminal Justice/Fingerprint Clearance

Salary Grade White 34