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INSTRUCTIONAL ASSISTANT — SPECIAL EDUCATION
Salary Grade 4

DEFINITION

Under general supervision of the site administrator with daily direction from the teachers in Special Education and/or general education to assist in the instruction of special education students individually and in small groups. Monitors and reports pupil progress in the areas of behavior, performance, and instructional interventions related to individual education plans. The assistant may relieve instructional staff members of routine tasks related to the instructional assignment; provide intensified learning experience for students in assigned area; perform a variety of clerical and supportive tasks for instructional personnel; and does related work as required.

DISTINGUISHING CHARACTERISTICS

Positions assigned to this class are characterized by their association with the instructional staff in special education. Positions in this class are differentiated from Instructional Assistant positions in that incumbents deal specifically with students with special needs. Incumbents are expected to have an understanding of the sensitivity to learning difficulties encountered by students with special needs. Incumbents may be assigned to specialized learning programs and may learn the characteristics of the program through on the job training and workshop attendance. Incumbent must be able to analyze situations and adopt a quick and effective course of action.

EXAMPLES OF DUTIES

- Reinforces specialized learning strategies and materials as directed
- Assists with implementation of IEPs
- Attends inservice training activities
- Reinforces and monitors student behavior plans
- Documents and reports student progress to appropriate teachers and specialists
- Facilitates social skills, student development, and behavior while on playground, field trips and during lunch
- Supervises and guides students in toileting and /or assists with diapering
- Assists instructional personnel with the development and presentation of learning materials and instruction in all areas of the curriculum
- Tutors students individually or in small groups to reinforce and follow-up learning activities
- Monitors and assists students through drill, practice and study activities following the presentation of instructional concepts
- Supervises students in a variety of settings

- Assists in the management and shaping of student behavior through the use of positive reinforcement strategies
- Performs a variety of regular clerical duties, such as filing, typing, maintaining records and duplicating materials
- Assists in maintaining a neat, orderly and attractive learning environment
- Assists in parent conferences, or I.E.P. meetings as needed
- Arranges equipment for instructional activities
- Other duties as assigned

QUALIFICATIONS GUIDE

Knowledge of:

- English usage, punctuation, spelling and grammar
- General concepts of child growth and development and child behavior characteristics
- Basic arithmetical concepts
- Public education goals and objectives
- Basic first aid principles

Ability to :

- Assume responsibility for supervising students in class and on the playground
- Learn and utilize standard teaching aids and office equipment
- Perform routine clerical work
- Learn and utilize basic methods and procedures to be generated in special education instructional settings
- Demonstrate an understanding, patient, warm and receptive attitude toward children
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with staff, students, parents and the general public
- Pass Instructional Assistant Proficiency Exam

Training and Experience:

None required, but one year of paid or volunteer experience working with children in an educational, special education, or child care setting is highly desirable; equivalent to the completion of the twelfth grade, preferably supplemented by courses in child care, supervision, psychology, or guidance; or any combination of training and experience that could likely provide the desired knowledge and abilities.

ESSENTIAL JOB FUNCTIONS:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to kneel or squat for extended periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to push and pull objects weighing up to 100 pounds
- Able to sustain strenuous manual labor for 3.75 hrs.
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner
- Able to work with cleaning solutions, disinfectants and sanitizes in a safe and effective manner without allergic reaction
- Able to demonstrate manual dexterity necessary to assist students with buttoning clothing and eating, operate a computer, or assist staff with toileting/diapering procedures

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.