

## **INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION**

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### **Purpose Statement:**

The job of Instructional Assistant - Special Education is done for the purpose/s of assisting in the supervision and instruction of special education students; relieving teachers of clerical tasks; and developing students' daily living and behavioral skills.

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### **Essential Functions**

- Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- Administers assessments instruments for the purpose of evaluating student progress.
- Administers first aid and or medication for the purpose of providing appropriate care for children as assigned.
- Implements behavioral plans for the purpose of meeting students' social and daily living skills.
- Implements, under the supervision of the teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Maintains students' files/records as pertains to special education for the purpose of documenting activities and/or providing reliable information.
- Monitors individual students, classroom, library, playground activities, field trips, etc. for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. copying, typing, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Prepares documentation (e.g. reports, instructions, memos, notes, etc.) for the purpose of providing written support and/or conveying information.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings for the purpose of receiving and/or conveying information.
- Confers with teachers, parents and/or appropriate personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Participates in in-service workshops and trainings for the purpose of receiving and/or conveying information related to job functions.
- Serves snacks for the purpose of providing for students' nutritional needs.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or assist others; and operating within a defined budget. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under a generally hazard free environment and in a clean atmosphere.

**Experience** Job related experience within specialized field is desired.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam  
Exam (NCLB) or 48 College Units

**Certificates & Licenses**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

**Continuing Ed./Training**

None Specified

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**FLSA Status**

Non Exempt

**Approval Date**

8/10/16

**Salary Grade**

Clsfd 16