

INSTRUCTIONAL ASSISTANT III – SE (SED/MH)

DEFINITION

Under general supervision, performs a variety of follow-up instructional activities; assists in the conduct of training and learning activities with children experiencing special learning needs; performs a variety of routine clerical and supportive activities for instructional personnel; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- assists instructional personnel with the presentation of learning materials and in the conduct of instructional exercises
- tutors individual students and small groups of students with special learning needs to reinforce and follow up learning and training activities
- monitors and assists students with special learning needs in drill, practice, and study activities as a follow-up to the presentation of instructional lessons by instructional personnel
- directs students into safe learning and play activities and functions, and assists in shaping of appropriate social behaviors
- assists in the management of severe acting-out student behavior through the use of positive reinforcement strategies and other appropriate techniques
- assists in the preparation of a variety of instructional materials and learning aids geared to the instructional level of children with special needs
- maintains a variety of records and files, including confidential student records and medical information
- operates and assists students in the operation of a variety of instructional aids and media, and computer assisted instructional equipment and software programs
- monitors and assists in the remediation of specific learning problems and conditions
- may administer medication in accordance with specific medical instruction
- performs routine first aid that may include aiding children experiencing seizures or respiratory disorders, and performs duties related to the personal needs of students, such as feeding, toileting, lifting, etc.
- observes and monitors children with physical handicap conditions and requests assistance for pupils experiencing physical distress
- maintains or assists in maintaining an orderly, attractive, and positive learning environment
- may participate in parent conferences and pupil instruction and training planning processes
- provides a variety of skill building activities with children who experience language and hearing disorders
- initiates appropriate behavior management action with or without immediate supervision

QUALIFICATIONS

Knowledge of: Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs; behavior management strategies and techniques relating to pupils experiencing atypical control problems; appropriate English usage, punctuation, spelling, and grammar; basic mathematical concepts; routine record storage, retrieval, and management procedures; concepts taught in assault response training programs.

Ability to: Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized behavior management needs; appropriately manage student behavior and guide student toward more acceptable social behaviors; communicate effectively in oral and written form; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment; understand and carry out oral and written directions; establish and maintain cooperative working relationships with children and adults.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 25 to 50 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may run, walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend/descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: One year of paid experience working with children of various age levels requiring a specialized learning environment, some experience working with children who exhibit severe behavior problems is preferred.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; training or course work in child growth and development, special education, or a closely related field, is preferred. Upon employment, specialized training, including topics such as body mechanics, diapering, minor medical problems, universal precautions, and blood borne pathogens will be administered.

License Requirement: Possession of a valid California Motor Vehicle Operator's License. A First Aid certificate and a CPR certificate issued by the American Red Cross is required at time of employment for MH positions, and must be kept current as a condition of continued employment.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.