

INSTRUCTIONAL ASSISTANT II - SE (RSP/SDC)

DEFINITION

Under a teacher's 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 duties 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 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 instruction 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
- observes and monitors children with physical handicap conditions and requests appropriate 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

QUALIFICATIONS

Knowledge of: Basic concepts of child growth and development and developmental behavioral 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.

Ability to: Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized needs; appropriately manage student behavior and guide students 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 follow 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 occasionally run, walk, or stand for brief periods; must be capable of bending at the waist, kneeling, or crouching
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information
- must possess the manual dexterity to operate a computer keyboard and other business-related equipment, use hand tools, and handle and work with various materials and objects

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 or volunteer experience working with children of various age levels requiring a specialized learning environment 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, minor medical problems, universal precautions, and blood borne pathogens will be administered.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

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