

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT, SPECIAL EDUCATION**

#### **RANGE: 7**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of special education students; assist in the preparation of instructional materials and implementation of Individualized Education Plans (IEPs); provide routine clerical support.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitor and oversee student tests, practices and assignments in various subjects; assist assigned teacher with the implementation of IEP's; confer with the teacher concerning IEPs, lesson plans and materials to meet student needs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; distribute, collect, prepare and process attendance, medication and various other forms and documents; record student attendance as assigned.

Explain and assure student understanding of classroom assignment and homework instructions; explain words and concepts as necessary; assist students with meeting IEP goals and objectives; report progress regarding student performance and behavior.

Observe and control behavior of students in the classroom according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities as directed.

Grade student tests and assignments as assigned; maintain records and student files related to attendance, grades, progress, medications, IEPs, behavior and assigned activities; prepare mandated reports and documentation as required.

Escort students to and from designated locations as assigned; accompany students on fieldtrips and to/from the bus, library and other areas as assigned; load and unload students on buses as directed; push students in wheelchairs; lift students in and out orthopedic equipment and position pupils; assist students with adaptive devices as needed.

Assist students with performing and developing independent living and self-help skills, and social,

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vocational and job searching skills as assigned.

Assist students with personal hygiene and during eating activities; toilet students and change diapers and soiled clothing as required.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; wash and disinfect classroom equipment; wash dishes and assist with laundry as assigned.

Provide classroom support by setting up work areas and displays and distributing and collecting paper, supplies and materials; assist with various kitchen activities including food preparation as assigned.

Operate a variety of office and classroom equipment including a copier, fax machine, computer and assigned software.

Communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns; answer telephone calls, take messages and provide general class and student information to parents and others as assigned.

Provide routine first aid to injured students according to established procedures as needed; administer medications according to prescribed instructions as required; respond to medical emergencies and prepare related paperwork as appropriate.

Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies including food as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices related to children with special education needs.

Basic subjects taught in County Office schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Problems and concerns of students with special education needs.

Classroom procedures and appropriate student conduct.

Safe practices in classroom and playground activities.

Operation of standard office and classroom equipment including a computer.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping and report preparation techniques.

First aid and CPR procedures.

**ABILITY TO:**

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of special education students as directed by the teacher.
- Assist in the preparation of instructional materials and implementation of IEP's.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Understand and relate to students with special needs.
- Assist students with personal hygiene, feeding, toileting, bathing, vocation-related functions, positioning and independent living skills as assigned.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Demonstrate an understanding, patient and receptive attitude toward special education students.
- Read books to students and assist with reading and writing activities as assigned.
- Monitor, observe and report student behavior and progress.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer.
- Observe health and safety regulations.
- Maintain records and prepare routine reports.
- Administer first aid and CPR.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, plus 48 semester units post high school or possession of an Associate Arts Degree or higher. A written proficiency test is required for applicants that do not meet the post high school graduation or AA requirements. Sufficient training and experience to demonstrate the knowledge and abilities listed above including some experience working with children with special education needs in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Classroom environment.
- Driving a vehicle to conduct work as assigned by the position.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Lifting and carrying students as assigned by the position.

Pushing children in wheelchairs as assigned by the position.

**HAZARDS:**

Cleaning chemicals.

Bloodborne pathogens and bodily fluids.