

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: INSTRUCTIONAL ASSISTANT – SUPPORT ROOM

#### RANGE: 11

#### BASIC FUNCTION:

Under the direction of the Principal, Student Programs located at Marchus School, the Instructional Assistant – Support Room is involved in direct student services providing crisis intervention and consultative strategies to students, teachers, instructional assistants, and other staff as planned by the certificated staff in the support room and the Principal. Services will be provided in many locations and in varied environments. The primary areas of responsibility will be to provide support, monitoring, and training using behavior management techniques, intervention strategies, de-escalation techniques, anger management and problem solving for students with behavioral challenges.

#### DISTINGUISHING CHARACTERISTICS

The Instructional Assistant classification provides assistance to certificated staff in reinforcing instruction to students; assist in the preparation of instructional materials and implementation of Individualized Education Plans (IEPs); provide routine clerical support. The Instructional Assistant – Support Room position requires additional years of experience and education in order to successfully implement the duties of the position. This position is responsible for addressing and understanding the needs of all students at Marchus School, and assisting the certificated staff member in the Support Room, as well as all the staff at Marchus School.

#### REPRESENTATIVE DUTIES:

Collect and record data on students, accurately describing interventions, techniques, strategies, and responses.

Work in collaboration with certificated, classified, and other community providers to promote effective learning atmosphere for students.

Model behavior techniques including positive behavior interventions and reinforcement strategies. Provide input into behavior intervention plan when requested; implement behavior intervention plan.

Assist in training of staff, parents, and pupils in specialized instructional strategies and techniques being implemented for the purpose of sharing information, and techniques used in behavior intervention.

Serves as a support system and direct resources for a team of professional educators by providing specific behavioral services and guidance for effective behavioral student management.

Intervene in emergency situations involving aggressive or uncontrolled behavior of identified students. Implement positive behavior intervention strategies and emergency behavior interventions. Assist with crisis situations by following crisis intervention procedures.

Mediates conflicts between individual students and/or staff.

As needed, perform duties assigned to Instructional Assistant – Special Education job description.

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.
- Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to students with special learning needs.
- Behavior management strategies and techniques relating to students experiencing behavioral difficulties. Positive behavioral interventions and applied behavior analysis.
- Principles and practices in effective oral and written communications.
- First aid and CPR procedures.

**ABILITY TO:**

- Provide coaching to staff and students.
- Communicate effectively orally including listening effectively.
- Work effectively without close supervision.
- Calmly and effectively handle crisis situations.
- Maintain confidentiality regarding students, families, and specifics of programming.
- Establish and maintain effective working relationships with others.
- Work with frequent interruptions.
- Show close attention to detail.
- Train and provide work direction to others.
- Communicate effectively in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

- Graduation from high school or equivalent; and
- Forty-Eight (48) semester units post high school or possession of an Associate Arts (AA) Degree or passage of a written proficiency test; and
- Two (2) years of experience working in an organized setting with school age children who have cognitive, emotional or behavioral disabilities.

**LICENSES AND OTHER REQUIREMENTS:**

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

Incumbents must successfully complete Crisis Prevention Institute (CPI) Training by the end of probationary period and renew annually.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment.

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

**PHYSICAL ABILITIES:**

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, reaching overhead.

Frequent alternation of sitting and standing.

Ability to utilize emergency behavioral interventions.

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.

Lifting and carrying objects of light to moderate weight.

**HAZARDS:**

Cleaning chemicals.

Bloodborne pathogens and bodily fluids.

Communicable diseases.

May be exposed to verbal or physically assaultive student behavior.