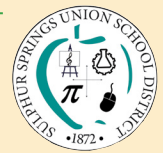


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

INSTRUCTIONAL ASSISTANT - SPECIAL CIRCUMSTANCES

DEFINITION

Under supervision assist in providing specialized instructional services to individual pupils or small groups with exceptional needs; monitor, collect data and report (to supervisor) pupil progress regarding behavior, performance and instructional interventions; perform a variety of clerical duties as assigned.

CLASS CHARACTERISTICS

Positions assigned to this class assist classroom teachers and instructional specialists in a variety of special education programs and instructional settings. Incumbents have as a primary and continuing assignment the support and reinforcement of instruction designed and planned by a professional staff member and the performance of routine instructional-related clerical work. Incumbents may be assigned to specialized learning programs and may learn the characteristics of the program through on-the-job training and workshop attendance; however, the entrance requirements of all positions in this class are highly similar, except where personality may be a factor in the final selection. Positions in this class are differentiated from Instructional Assistant positions in that incumbents deal specifically with students with special needs.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Implement individualized behavior support plans (BSP)

Present specialized learning strategies and materials.

Train individual or small groups of students, reinforcing specialized strategies as directed by the teacher.

Prepare lessons as directed by the teacher; document progress.

Observe and maintain appropriate behavior of students according to specified procedures; document and report progress regarding student performance and behavior.

Perform a variety of clerical duties such as preparing instructional materials, documentation, recording progress, taking role, maintaining records and files and prepare classroom materials, maintain bulletin boards as assigned.

Provide support to the teacher by setting up work areas, display and exhibits, operating audio-visual equipment, operating educational training equipment, distributing and collecting paper and supplies.

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.

Assure health and safety of students by following health and safety rules.

Provide specialized physical care as a result of diagnosed need.

Direct group activities of students as assigned.

Participate in meetings and in-service training programs as directed.

Provide specialized physical care, under supervision, as a result of diagnosed need, which may include one or more of the following procedures:

- Assist children in identified health areas.
- Participate in the Individual Educational Planning Committee meetings when feasible.
- Maintain a record log on each student.
- Attend in-service training activities.
- Communicate regularly with classroom teacher and/or program coordinators regarding students.
- Assist in caring for children's physical needs.
- Creating and facilitating social opportunities on the playground and monitoring student during unstructured times (cafeteria, playground, etc.)
- Lift and move designated children as necessary in the use of bathroom facilities.
- Perform specialized health procedures following written guidelines; e.g., G-tube feeding.
- Adjust special equipment and assist in mobility therapy programs.
- Assist pupils in taking classroom notes as needed.
- Assist pupils on playgrounds and/or on field trips as needed.
- Assist pupils during meals by setting up tables or transporting lunch trays and feeding as needed.
- Meet buses and escort children to and from classrooms as needed.
- Follow district policy in assisting students who take prescribed medication.
- Administer basic first aid, especially in emergency situations.
- May ride bus with students for health or safety support

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Child guidance principles and practices, especially as they relate to children with special needs.
Basic subjects taught in District schools, including math, grammar, spelling, language and reading.
Safe practices in classroom and playground activities.
Interpersonal skills using tact, patience and courtesy.
Instructional techniques, methods and materials.
Record keeping techniques.
Health and safety regulations.
Basic first aid principles.

Ability to:

Assist with the instructional and related activities of the assigned learning environment.
Maintain confidentiality of pupil and school information.
Demonstrate understanding, patient and receptive attitude toward children with special needs.
Learn the legal requirements, guidelines, policies, goals, objectives, procedures, functions and limitations of assigned program.
Perform clerical duties such as filing, duplicating and maintaining simple records.
Work confidentially with discretion.
Establish and maintain effective and cooperative working relationships with others.
Maintain records and prepare reports.
Operate a variety of office, audio-visual, educational and physical training equipment such as copiers, laminator, tape recorder, computer and typewriter as necessary.
Print and write legibly.

Conform to and use the prescribed methods, techniques and materials of assignment.
Supervise and discipline students according to approved policies and procedures.
Provide a positive and encouraging learning climate for students.
Maintain a vigorous work schedule requiring continuous physical activity.
Assume responsibility for supervising and caring for students with exceptional limitations.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience, which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience working with children in a learning environment. College level education in child development, learning theory, and areas related to the District curriculum is desirable.

LICENSES AND OTHER REQUIREMENTS

A valid first aid and CPR certificate or immediate enrollment in approved first aid/CPR training program is required.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks, which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)

Read normal print

To perform tasks such as to:

Read curriculum and grade student work

Hearing: (which may be corrected)

Hear sounds, which warn of potential danger

To perform tasks such as to:

Supervise students and respond to emergencies; hear breaking glass or falling furniture; hear students cry or scream

Hear speech in classroom setting

Respond to student questions; listen to reading groups

Speech:

Speak with a level of proficiency and volume to be understood in face-to-face public contact

Speak with a level of proficiency and volume to be understood in a classroom

Speak for prolonged periods

To perform tasks such as to:

Communicate with teachers and students

Reinforce instructions and talk to groups of students

Instruct and supervise students

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects

To perform tasks such as to:

Assist students with back packs and special equipment; provide physical assistance to students, write with pencil and pen; feed student; use hand to guide hand of student; carry student materials, tie shoes

Turn, raise, and lower head, twist and bend at torso

Tie shoes, assist students with mobility, sit and kneel on floor to work with students, and respond to emergencies

Lower Body Mobility:

Walk on uneven terrain
Walk on even surfaces

Climb stairs

Bend at waist
Stoop

Stand for prolonged periods of 50 minutes

Strength:

To lift, and/or carry objects which weigh as much as 25 pounds on a regular basis
To lift and/or carry objects, which weigh as much as 50 pounds on an occasional basis

Environmental Requirements:

Constant work interruptions

Work around dirt/dust
Work independently

Work cooperatively with others
Work inside

Mental Requirement:

Read, write, understand, interpret, and apply information at 12th grade proficiency level
Math skills at a 12th grade proficiency level
Copying

Coordinating
Judgment and process information quickly

Learn quickly and follow verbal procedures

Listen
Demonstrate
Give verbal instruction

To perform tasks such as to:

Supervise students on playground
Supervise students in the classroom setting; step up and over projects, boxes and other classroom clutter
Walk to classrooms; follow disaster plan (some positions)
Pick up materials; assist children at desks
Assist students to tie shoes; clean spills; assist student who has fallen to get up
Circulate throughout classroom

To perform tasks such as to:

Lift instructional materials; lift stack of books

Lift, carry, or restrain a child, if necessary

To perform tasks such as to:

Instruct and supervise students; respond to student questions
Supervise students outdoors
Instruct groups of students in absence of teacher; supervise students during recess
Coordinate activities with teachers and staff
Perform all classroom duties

To perform tasks such as to:

Read and understand curriculum; reinforce instruction in all subject areas
Reinforce instruction; correct and grade papers
Document information and maintain student records
Set up projects or field trips
Make quick decisions to work safely and effectively with students
Reinforce teacher instruction; assist teacher by following spontaneous instructions; follow instructions in emergency; follow child abuse reporting procedures
Understand student questions
Reinforce teacher lessons
Instruct and supervise students