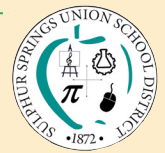




# Sulphur Springs Union School District

## 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 EDUCATION I

### DEFINITION

Under supervision, to assist teachers in special education classroom operations; to assist teachers in instruction and the reinforcement of instruction of special education students individually and in small groups in accordance with instructions; to provide instructional record keeping support; to perform routine clerical duties; and to perform related work as required.

### 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.*

Reinforce skills taught by teacher in small groups or one-on-one; Supervise students and/or continue lessons in the case of short-term teacher absence; instruct students in areas of specific need in small groups or one-on-one; assist students with class work and help to stay on task; prepare study guides for students prior to testing; assist students with beginning computer skills; read with students to increase comprehension; assist students with English language acquisition; verbally model and correct articulation of words and phrases for students to imitate; assist students with researching and completing written reports; administer tests using answer key.

Provide routine clerical support to teachers, including setting up and maintaining student and other files; updating information in CUM folders for each student; preparing attendance reports; filing student work, tests and other materials in the appropriate files; making photocopies of tests, classroom materials and student work; laminating and die-cutting materials for bulletin boards or instructional aids, and laminating student artwork; typing lists, class work and certificates on a computer; reply to correspondence at teacher's request; correct and record test grades and homework.

Prepare and assist with art projects; conceptualize and prepare bulletin boards; prepare visual aids such as flash cards; operate filmstrip projector, overhead projector, television and VCR.

Monitor students while on playground during recess and lunch time; instruct students in playground sports; console children and give basic first aid assistance for injuries (such as, minor bumps that do not require further care) request appropriate assistance for more serious injury or illness; monitor students as

they arrive and leave school and wait for busses and parent transportation; supervise and guide students in toileting; assist students with fine-motor skills; help to discipline, restrain or remove students from classroom when behavior becomes disruptive, uncontrollable or harmful to the child or others; listen and note what students share; adhere to child abuse reporting procedures; help supervise students on field trips. Constantly reinforce children's self-esteem, self-image and morale with lots of praise; encourage independence and self confidence outside the classroom.

Provide physical assistance to students, when necessary; assist disabled students with specialized equipment, as needed.

Participate in disaster preparedness drills.

Assist in maintaining an appropriate instructional environment by organizing materials, cleaning up work areas after learning activities, putting materials away after use, cleaning sink after projects; clean and desk and table tops; pack materials for storage during off track periods; unpack materials and prepare classroom for student use.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

## **QUALIFICATIONS**

### ***Knowledge of:***

General concepts presented in K-6 curriculum.

Practical learning patterns and behavior.

Basic concepts of child development and of the respective behavior characteristics.

General needs and behavior of students with learning disabilities.

Correct English usage, spelling, grammar, and punctuation.

Reading and writing in English and phonics and basic reading principles.

Number concepts and general arithmetic.

Operation of standard office equipment.

Basic record-keeping techniques.

Appropriate safety precautions and procedures.

### ***Ability to:***

Communicate in English with students and motivate them to participate in learning activities.

Encourage and motivate children with varying abilities.

Learn to reinforce teaching in special subject matter areas or to assist students who have special learning needs by watching teachers or specialists.

Learn and adapt to new procedures and conditions.

Recognize hazards to safety.

Learn laws, rules, practices, and procedures related to public education and related to the program to which assigned.

Perform routine clerical work.

Maintain accurate records.

Learn to use classroom technology, audio/visual equipment and other instructional equipment.

Supervise students in classrooms, on field trips, and out-of-doors.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

## **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.

## **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

### **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

Climb stairs

Walk to classrooms; follow disaster plan (some positions)

Bend at waist

Pick up materials; assist children at desks

Stoop

Assist students to tie shoes; clean spills; assist student who has fallen to get up

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

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