

## **Goleta Union School District**

### **Instructional Assistant-Special Education (SH)**

#### ***Basic Function***

Under the direction of a Principal or the Assistant Superintendent, Pupil Personnel and Special Services, assist certificated personnel in providing instruction to individual or small groups of severely handicapped students; monitor and report student progress regarding behavior and performance; assist students in developing various self-help, social and community skills; assist students with essential life functions.

#### ***Representative Duties***

Work with groups and individual students in a variety of areas such as sensory stimulation, language development, number concepts, visual perceptions, basic reading and math, art projects and music; assist students in a variety of gross motor activities such as climbing, balancing, walking, rolling, crawling and other activities.

Confer with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program.

Instruct students in self-help skills such as brushing teeth, washing hands, dressing, holding glasses, use of eating utensils and various social skills.

Assist students on and off the bus; push wheelchairs and lift students as needed.

Move students to and from buses, teaching independent mobility and assisting with walkers, pushing wheelchairs, pulling wagons or carrying students unable to walk.

Observe and control behavior and interaction of students according to approved procedures; report progress regarding student performance and behavior.

Operate various exercise, therapeutic, instructional and office equipment.

Prepare instructional materials for individual students as directed by the teacher; maintain daily records of achievement.

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

Assist students with toileting; clothing; clean children lacking control, change diapers and clothing as necessary.

Provide support for students who are fully included in regular education classes.

Prepare students for and assist students in mainstreamed classes according to established procedures.

Position and reposition students frequently, including placing them in therapeutic equipment.

Assure the health and safety of students by following health and safety practices and procedures; assist students during seizures or related health condition and notify appropriate personnel as required; assist in maintaining a clean orderly classroom environment.

Oversee student activities; lead and monitor playground activities and movement education as assigned.

Direct group activities of students as assigned.

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

Assist students with basic life functions and provide medical assistance according to established protocols.

Perform other related duties as assigned.

#### ***Knowledge and Abilities***

##### *Knowledge of:*

Special needs, problems and requirements of severely handicapped students.

Child guidance principles and practices.

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

Safe practices in classroom and playground activities.

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

## **Instructional Assistant-Special Education (SH)**

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

### *Ability to:*

Assist certificated staff with instruction and related activities of the assigned learning environment.

Assist students in developing self-help and social skills.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively with physically and developmentally handicapped children.

Communicate effectively both orally and in writing.

Restrain and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school and two years experience in working with school-age children in an organized setting.

### ***Licenses and Other Requirements***

Satisfactory completion of the District Instructional Assistant Competency Exam.

Valid First Aid certificated issued by an authorized agency.

Bloodborne Exposure Control Training

### ***Working Conditions***

#### *Environment*

Classroom and other learning environments.

#### *Physical Demands*

Lifting, carrying, pushing and pulling heavy equipment and students.

Dexterity of hands and fingers to manipulate specialized apparatus and to operate audio-visual and educational training equipment.

Bending at the waist, kneeling or crouching.

Standing and walking for extended periods of time.

#### *Hazards*

None