



Goleta Union School District

Instructional Assistant - Special Education

Basic Function

Under the direction of a Principal or the Assistant Superintendent, Pupil Personnel and Special Services, assist in providing instruction to individual or small groups of special education students in a classroom; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

Representative Duties

Tutor individual or small groups of students with disabilities, reinforcing instruction as directed by certificated personnel, monitor student drills, practices and related activities. E

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

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

Oversee student activities; lead and oversee games, playground activities and movement education as assigned. E

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, ordering supplies and recording grades; input and maintain student information on a computer terminal. E

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; operate a computer and assigned software. E

Confer with teachers concerning programs and materials to meet individual student needs. E

Assure the health and safety of students by following health and safety practices and procedures; assist students with health needs, e.g. seizures, and notify appropriate personnel as required; assist in maintaining a clean and orderly classroom environment. E

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

Participate in meetings and in-service training programs as assigned; take minutes at meetings, transcribe, copy and distribute minutes to personnel; arrange for and coordinate special meetings and conferences as assigned. E

Provide instruction and assistance to students in social, self-help and community skills; assist with non-instructional duties such as occasional toileting, snack and clothing routines. E

Perform other related duties as assigned.

Knowledge and Abilities

Knowledge of:

Special needs, issues and requirements of students with disabilities.

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

Safe practices in classroom and playground activities.

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

Reading and writing communication skills.

Interpersonal relations skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and conduct.

Operation of a computer and assigned software.

Ability to:

Instructional Assistant - Special Education

Assist certificated staff with instruction and related activities for special education students.

Assist students in developing self-help and social skills.

Perform clerical duties such as filing, duplicating and maintaining routine records.

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 children and adults.

Communicate effectively both orally and in writing.

Restrain and discipline students according to approved policies and procedures.

Operate a computer and various instructional and office equipment.

Establish and maintain cooperative and effective working relationships with others.

Education and Experience

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

Valid First Aid Certificate issued by an authorized agency.

Bloodborne Pathogens Exposure Training if required by specific assignment.

Satisfactory completion of the District Instructional Assistant Competency Exam.

Working Conditions

Environment

Classroom and other learning environments.

Physical Demands

Dexterity of hands and fingers to operate office and instructional equipment.

Bending at the waist, kneeling or crouching.

Standing and walking for extended periods of time.

Occasional lifting of students.

Occasional restraining of students.

Hazards

Potential contact with violent and/or verbally and physically abusive individuals.

Limited exposure to blood and other potentially infectious materials.