

Instructional Assistant - Special Education II

Purpose Statement

The job of Instructional Assistant - Special Education II is done for the purpose/s of assisting in the supervision and instruction of physically disabled special education students; relieving teachers of clerical tasks; assisting students by providing for special health care needs and developing students' daily living and behavioral skills.

Essential Functions

- Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- Administers, under supervision, first aid and assistance to medically fragile children (e.g. e.g. tube feeding, toileting, diapering, etc.) for the purpose of providing appropriate care for children as assigned.
- Implements behavioral plans for the purpose of meeting students' social and daily living skills.
- Implements, under the supervision of the teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Maintains students' files/records as pertains to special education for the purpose of documenting activities and/or providing reliable information.
- Monitors individual students, classroom, library, playground activities, etc. for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Participates in in-service workshops and trainings for the purpose of receiving and/or conveying information related to job functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices and administering first aid.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: tutorial procedures and practices; ordinary cleaning equipment, material; and principles of sanitation.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of similar types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining a work schedule requiring continuous physical activity.

Responsibility

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 50% sitting, 35% walking and 15% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in a clean atmosphere.

Experience Job Related Experience is required.

Education High School Diploma or Equivalent.

Required Testing

Pre-employment Proficiency Exam

Continuing Educ. / Training

As needed

FLSA Status Non Exempt

Certificates & Licenses

CPR/First Aid Certificate
Instructional Assist. Certification

Clearances

Criminal Justice/Fingerprint Clearance

Salary Grade White 30