



**CLASSIFIED  
Job Class Description**

Equal Employment  
Opportunity

**INSTRUCTIONAL ASSISTANT MILD/MODERATE/EXTENSIVE SUPPORT NEEDS**

**DEPARTMENT/SITE:** SCHOOL SITE

**SALARY SCHEDULE:** Classified Salary Schedule  
(Group 1/Group 15)

**LEVEL:** Range 39

**WORK YEAR:** 10 Months

**REPORTS TO:** SITE PRINCIPAL OR DESIGNEE

**DATE CURRENT JOB DESCRIPTION APPROVED:**  
Board of Trustees effective:....11/14/2024

**JOB GOAL/PURPOSE:**

Under the supervision and direction of the Site Principal and Special Education teachers assist Special Education teachers and General Education teachers to achieve teaching objectives by working with individual students, small groups, supervising the playground, and assisting with the preparation of classroom materials. The incumbents in this classification provide the school community with instructional services that directly support student learning.

**ESSENTIAL FUNCTIONS, TASKS AND DUTIES:**

- Carry out teacher-designed systematic programs by using the delivery of cues, prompts, and instruction.
- Use consistent delivery of classroom or student behavior plan; instruct individuals and small groups; provide push-in and pull-out support when required.
- Assist in identifying students needing remedial instruction in movement skills and implementing activities for improvement of skills in body image, spatial awareness balance, locomotion, strength, and agility.
- Assist the teacher in the implementation of modified curriculum and instruction to meet the special needs of individual students.
- Adapt classwork under the direction of the assigned Special Education teacher to provide methods to support and reinforce IEP objectives/goals.
- Supervise and monitor students including but not limited to, before and after school, at lunch/snack, at recess, on the playground, during restroom breaks, and when appropriate on field trips; maintain eating areas; oversee safe use of playground equipment.
- Assist students with personal hygiene and in developing self-help grooming skills as appropriate, including, but not limited to: eating, washing, and oral care; assist students with toileting, diapering, and hygiene as assigned.
- Assist teachers with carrying out and implementing Individualized Educational Programs (IEPs) for students.
- Report observations and incidents relating to specific students, for example, discipline, accidents, illnesses, etc.
- Use behavior management skills in implementing positive behavioral strategies.

- Assist students in the use of wheelchairs, classroom, and playground equipment, changing tables, bathrooms, and other school facilities, including lifting and positioning students safely.
- Apply feeding techniques, including tube feeding, as prescribed by the teacher.
- Supervise assigned students at lunch, recess, on the playground, and when appropriate on field trips; provide appropriate instruction and/or support as needed within a variety of school environments.
- Assist students in getting on and off school buses and during transit to and from the cafeteria and playground for the purpose of ensuring student safety.
- Collect data and record anecdotal student progress notes; provide input to Special Education teachers on the program.
- Assume responsibility for the general supervision of pupils in the classroom for short periods of time; supervise students in the absence of the teacher.
- Adapt classwork under the direction of the assigned Special Education teacher to provide methods to support and reinforce IEP objectives/goals.
- Demonstrate positive, respectful, and age-appropriate interactions with students across all school settings as demonstrated by a positive tone of voice and pointing out the successes of students.
- Arrange bulletin boards and other displays; distribute and collect instructional materials; operate and care for equipment used in the classroom.
- May check and record student attendance; assist in data collection in relation to student progress.
- Assist with the setup of work areas and prepare materials for instructional use; supervise and perform cleanup activities.
- Perform routine clerical tasks related to classroom record keeping and instructional material preparation.
- Attend a variety of meetings, workshops, and in-service trainings to maintain current knowledge of special education practices.
- Follow safety procedures and understand and carry out written & verbal instructions.
- Assist in maintaining a clean and safe environment for students and staff.
- Administer first aid for the purpose of providing emergency care.
- Report observations and incidents relating to specific students, for example, discipline, accidents, illnesses, etc.
- Resolve conflicts & disputes for the purpose of maintaining orderly conduct.
- May be required to assist in swimming programs.
- Use of evidence-based practices such as visual supports, token systems, and individualized schedules to support student learning.
- Perform other functions, duties and tasks related to this class as assigned.

### **JOB QUALIFICATIONS /REQUIREMENTS:**

(At the time of application.)

#### **Knowledge of:**

- General knowledge and training in behavioral and instructional principles;
- Basic computer skills
- General needs of children with unexpected problems and behaviors;
- Instructional and tutorial procedures
- Interpersonal skills using tact, patience, and courtesy with regular education and special education students, administration, and staff
- Safety practices

#### **Skills:**

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- Read, write, and understand the English language
- Perform mathematical computations accurately
- Perform a variety of clerical duties such as filing and maintaining records
- Crisis Prevention Intervention (CPI) skills

**Ability to:**

- Assist in providing instruction to small groups of students
- Assume the responsibilities involved in working independently with pupils with a wide variety of learning and behavior needs
- Understand and follow oral and written directions.
- Communicate effectively with students and staff
- Be flexible and able to adapt to changes in routine and duties
- Be punctual and reliable in attendance Provide a satisfactory role model for students in terms of language, appearance, and attitude
- Monitor and support of student behavior
- Provide emotional support to students
- Work independently under general supervision
- Establish and maintain effective and cooperative working relationships and others
- Use effective interpersonal skills using tact, patience and courtesy
- Schedule and perform work to meet established timelines
- Maintain confidentiality and a positive attitude at all times
- Respect the confidential nature of pupil records and school reports

**EDUCATION REQUIRED:**

High school diploma or the equivalent

Two years of college (48 units), or

A.A. degree (or higher), or

Pass a local assessment of knowledge and skills in assisting in instruction.

**EXPERIENCE REQUIRED:**

Voluntary or paid experience in working with groups of children is desirable. Experience working with special education students preferred.

**LICENSE(S) REQUIRED:**

- None required.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Must possess (or be willing to acquire upon offer of employment job) and maintain current First Aid/CPR certification desirable
- Pass the District's applicable proficiency exam (e.g., written test, oral interview, and/or work sample) for the job class with a satisfactory score.
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative pre-employment drug screen test at District's expense
  - Pre-employment physical exam at the District's expense
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

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*(Must be performed with or without reasonable accommodations)*

- Classroom, playground, and/or other outdoor environments
- Strength and energy sufficient to maintain a rigorous work schedule requiring continuous physical activity including the repetitive lifting up to 40 lbs., in and out of restricted spaces
- Hearing and speaking to exchange information; seeing to monitor students; bending at the waist, kneeling or crouching to assist students and to retrieve & store materials
- Sitting or standing for extended periods of time
- Run and move quickly in order to keep up with children in the classroom or playground; some positions may require physical strength, agility, and dexterity.
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions