

OCEAN VIEW SCHOOL DISTRICT
Position Description

TITLE:	Instructional Assistant - Special Education	REPORTS TO:	Site Principal
DEPARTMENT:	Administrative Services	WORK YEAR:	School Term +1

GENERAL SUMMARY

Under the general supervision of an assigned supervisor, assists instructional personnel in a special education class situation, in a variety of instructional duties; assists with student learning experiences within specialized subject areas and performs a variety of supportive tasks and follow-up activities. Performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Assists in tutorial activities, working with individuals or small groups of students following specific instructions.

Assists students in the development of communication skills and serves as an appropriate language model.

Assists in correcting and grading student work and tests.

Assists in the preparation of specialized instructional materials for use with students possessing special learning problems; may include duplicating, gathering and organizing materials and setting up audio-visual equipment.

Assists in checking student work in progress and provides assistance or clarification for completion of assignment.

Assists with routine classroom procedures such as supervising opening exercises and clean-up activities, collecting materials, attendance absence verification, and contact with parents.

Assists with the arrangement and storage of classroom equipment including displays, bulletin boards, and accessories.

Assists in directing special education students in safe learning activities and functions, in shaping appropriate social behaviors in the educational or public environment and in a variety of self-help activities.

Participates in other academic activities necessary for the successful operation of the class.

Assists in monitoring student behavior and reinforcement strategies as directed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.

Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary and arithmetical concepts.

Ability to perform general clerical duties for instructional staff including filing and duplicating materials.

Skill in maintaining a variety of records and reports, ability to score tests and complete and record grades.

Ability to pass a written competency exam.

Ability to maintain classroom discipline and assist in the management of student behavior through positive reinforcement strategies.

Ability to maintain a neat, orderly and attractive learning environment.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

WORKING CONDITIONS

Light to moderate physical effort standing and/or walking for extended periods of time. Assist with lifting and moving instructional materials and equipment.

Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

Primarily indoor classroom and school environment.

Temperature - normal climate.

JOB PARTICULARS

Tools/Equipment/Work Aids - All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

CONTACTS

Daily contact with students, school and District staff.

Occasional contacts with parents/guardians, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

High school diploma or equivalent.

A valid First Aid and CPR certification will be obtained during the first two months of probationary status.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of the position.