

Napa Valley Unified School District

Position Description

Position: Instructional Assistant Personal Care	Position Number:
Department/Site: Various	FLSA: Non-exempt
Reports to/Evaluated by: Principal or designee	Salary: Range 28

Summary

Under direction and supervision of a principal/teacher/other certificated staff members, assists in the process of providing for the instructional, behavioral, social and personal needs of students who are identified as severely handicapped and exhibit a wide range of personal specialized physical health needs. May be assigned to assist a specific student or students regularly, but will be working in a school setting where interaction and generalized supervision of other students is expected.

Distinguishing Career Features

The positions of Instructional Assistant Personal Care requires a high level of skill and specialized training. Most candidates have previous experience as an instructional assistant or a willingness to learn and provide services to meet the physical needs of students. Other paths to this position may be from health care, nursing and /or behavioral assistance with youths and /or adults.

Essential Duties and Responsibilities

- Attends to personal hygiene needs of students, including toileting, diapering and use of sanitary supplies with students;
- Attends to specialized physical needs of students, as needed , including feeding, lifting, grooming, dressing;
- Catheterization care, suctioning, tracheotomy tubes, colostomy/ileostomy care, etc. while under the direction of an appropriate care provider;
- Uses a variety of study aids and techniques to reinforce skills and the understanding of academic concepts;
- Assists students with special needs in development and maintenance of appropriate social behaviors through the use of a variety of positive reinforcement techniques; follows classroom management plan of a certified teacher
- Follows Behavior Intervention Plans as directed
- Under supervision, monitors a variety of standardized and teacher-prepared tests for placement; competency, or to measure progress;
- Under supervision, provides assistance with paperwork and data compilation for a wide variety of clerical tasks; corrects tests, records grades, test scores, and other evidence of student progress in record books, or charts, or in student folders and files student work and classroom materials;
- Assists with and operates a variety of instructional equipment including computers;
- Organizes work areas and assembles reading materials, study aids, and art supplies;
- May participate in field trips and assist with community based instruction;
- May supervise students in cafeteria, on playground, on the bus and in bus loading area;
- Assists in maintaining classroom cleanliness and physical order as requested by the classroom teacher
- Consults with teacher regarding lesson plans, reinforces lesson plans after the teacher

presents the lesson, and consults with the teacher regarding work schedules and evaluation of student progress;

- Attends instructional assistant and/or staff in-service meetings as required.
- Adjust daily routine as needed to fill absences within the classroom/program or site
- Performs other duties as assigned that support the overall objective of the position

Qualifications

Knowledge and Skills

This position requires advanced knowledge of the appropriate techniques of specialized assistance or a willingness and ability to learn. Working knowledge of positive behavior support strategies and behavior management including de-escalation techniques are required. Some knowledge of the general needs of normal and atypically developing children/youth is required. This position requires basic knowledge of best practices related to blood-borne pathogen transmission prevention. This position requires a level of academic knowledge commensurate with the assignment within a PreK-postsecondary special education environment. Requires clerical related skills sufficient to satisfy position requirements.

Abilities

This position requires the ability to successfully supervise students both inside and outside; understand and relate effectively to mentally, behaviorally, socially, and physically challenged students from various backgrounds. Must have the ability to orally communicate with good articulation, speech, and language; follow written and oral directions and give clear directions to students; work independently, use professional judgement and make minor decisions within the framework of established guidelines and maintain confidentiality. Requires the ability to adapt to individual needs of certificated supervisor and students and work with interruptions; ability to work flexibly and as a team to complete work including provide coverage for absent co-workers; must be able to work harmoniously with staff and students; requires the ability to operate technology typically used in classrooms to facilitate student learning and participate in staff communications electronically; and ability to learn or use other specialized equipment related to the position and/or the student.

Physical Abilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. With or without the use of aids: sufficient vision to read printed materials; sufficient hearing to hear normal and telephone conversations; sufficient capability to speak in an understandable voice with sufficient volume to be heard in normal conversations; sufficient manual dexterity to write and use telephone and operate office equipment and sufficient strength to perform lifting requirement of specific assignment, Seeing in general; close vision; color perception; hearing/listening; clear speech; dexterity in hands and fingers; kneeling; bending; stooping; sitting; squatting; walking; operate instructional and other specialized equipment related to the position and/or the student; and sufficient strength, mobility, and range of motion to lift 50 pounds. Ability to stand for extended periods of time.

Education and Experience

Must be 18 years of age; Previous satisfactory experience working with groups of students; Successful completion of the Instructional Assistant Exam coordinating with academic level required for the position (May waive requirement with proof of Bachelor's degree with coursework primarily in English, AA degree or completion of 48 college- level units). Experience in the area of specialization such as technology, conflict mediation and/or other extracurricular subject matter. Clerical related experience sufficient to satisfy' position

requirements; and completion of courses related to area of specialization.

Working Conditions

Work with and around others; work harmoniously with staff and students; verbal and face-to-face contact with others, work inside and outside; work around mechanical instructional and related health oriented equipment; work in a noisy environment.

Licenses and Certificates

Requires a valid form of picture identification