



OPEN AND PROMOTIONAL

September 28, 2022

The La Habra City School District Personnel Commission announces the establishment of an eligibility list for the following position.

INSTRUCTIONAL ASSISTANT I-SPECIAL EDUCATION

\$17.324/hour - \$22.170/hour (6 steps)

(3.0 – 3.5 hours/day, 10 months/year)

(Permanent and Substitute positions available)

Definition

Under direction of a classroom teacher or program director, and the supervision of a school principal, provide instructional and non-professional support for students with disabilities. Provide intensified learning experiences in specialized programs and perform related work as required.

Typical Tasks

- Assist in providing intensified learning experiences for individual students in identified academic, behavioral, and health areas.
- Provide support to teachers and program coordinators with the development and presentation of instructional learning materials through tutoring individual or small groups of student instruction.
- Assist in caring for student's physical needs as necessary (including use of bathroom facilities; toileting, diapering, toilet training, help when getting on or off school bus, feeding and other self-help skills).
- May participate in student progress meetings.
- Take an active part in implementing the Individualized Education Plan (IEP) under the supervision of a credentialed teacher.
- Assist students participating in mainstream classrooms. Reinforce and follow-up learning activities.
- Direct students into safe learning activities and assist in shaping of appropriate social behaviors. Assist in management of student behavior through use of positive reinforcement strategies and techniques.
- Supervise students during classroom activities while on school grounds, field trips, visits to library, computer lab, and at lunch and recess, and supervise bus loading and unloading.
- Supervise and maintain positive discipline in classroom, on school site, and study trip activities, and/or Individual Behavioral Support Intervention Plan (BSIP).
- May be required to lift and/or move students with physical disabilities as necessary for educational purposes.
- Attend in-service training as directed.
- Maintain a variety of reports and records related to student achievement.
- Perform other related duties as assigned.

Minimum Qualifications

Education: Completion of high school or General Education Diploma (GED). Possession of an Associate Degree or minimum of two years of college (48 units), or other evidence of equivalent training/education required under NCLB education for Title I school assignments; or applicant must be able to pass an assessment test that demonstrates knowledge of and the ability to assist in teaching, reading, writing and mathematics or reading, writing and mathematics readiness. Training or coursework in child growth and development, special education, first aid/CPR, or related fields is desirable.

Experience: Recent volunteer or paid experience working with children in an educational or childcare setting. Experience with children requiring a specialized learning environment desirable.

Knowledge of:

- The basic methods of instruction.
- Effective behavior modification techniques relating to students with special needs.
- General concepts of child growth and development and children diagnosed with developmental disabilities.
- Understanding of appropriate behavior management techniques used in controlling and motivating students.
- General knowledge of the purposes and goals of District's special education programs.
- Correct English usage, punctuation, spelling and grammar.
- Routine recordkeeping.

Ability to:

- Maintain a vigorous work schedule that may require continuous physical activity.
- Perform routine clerical work that supports instructional activities such as: record keeping and the preparation of instructional materials.
- Learn and operate teaching aids and machines used in working with exceptional students.
- Learn and utilize basic methods and procedures to be followed in the special education instruction setting.
- Participate in student activities, including physical education.
- Implement behavior modification techniques; manage student behavior and guide students toward more acceptable social behaviors.
- Demonstrate an understanding, patient, warm, and receptive attitude toward students.
- Effectively communicate, understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with students, staff and parents.
- Work effectively with students from preschool through eighth grade level.
- Understand, support, and protect confidential information on all students.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. These physical standards are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Work Environment:

While performing the duties of this job, the employee works in several environments, including classroom, indoor and outdoor environments and on or near student playground equipment. The employee's primary responsibility is working with students in a special education program. Employees in this position may have a higher level of exposure to infection and physical injury from students. There is also frequent contact with staff and the public. Employees may be exposed to childhood diseases and anti-social behavior. The noise level is moderate.

Physical Demands:

The physical demands of this position include sitting and standing for extended periods of time. Dependent on class/student assignment the employee may frequently move or lift children weighing up to 50 pounds unassisted from wheelchairs to tables or desks. Employees may lift and move students who may wear heavy braces, use wheelchairs and other assistive devices, assist students on or off a bus, either in a wheelchair or using some other mobility-assisted equipment. Frequent bending at the waist is required as is kneeling, crouching, pushing and pulling to assist students with shoelaces, braces, floor exercises and pushing of wheelchairs with or without students up and down includes, steps and on long walks. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run medical and instruction resource equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of sound. Seeing to read a variety of materials and monitor student activities is required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed.

License: Possession of valid First Aid and CPR Certificates. (If not held at the time of initial employment, they must be obtained within 30 days of District service as a condition of continued employment.)

Please review the reverse side of this page for testing information.

September 28, 2022

To: All Instructional Assistant I-Special Education Applicants

From: Danelle Bautista/Classified Personnel

Re: Testing Information - Application Deadline

APPLICATION DEADLINE:

Until Filled

There will be a written test for all invited candidates given at the District Office,
500 N. Walnut Street, La Habra on:

To Be Determined (By Appointment)

Applicants will not be allowed to enter the testing room after 2:00 p.m. You may use a handheld calculator for the test. **No cell phones, iPads, or electronic tablets will be allowed in the testing room.**

All candidates who pass the written test will then be called for a panel interview. This is also part of the testing procedure to establish an eligibility list for this position. The date for this is:

To Be Determined (By Appointment)

Current, permanent employees of the La Habra City School District will earn 1/4 point for every year of permanent service to the District, not to exceed 5 points. (Personnel Commission Rules.)

At the time of this announcement we are establishing a list for three vacancies in our District. **Please complete and submit the application online through EdJoin.** Incomplete applications will be excluded from the screening process. **Applications will only be accepted through EdJoin.**

This list will be utilized to fill any vacancies that may occur during the one year life of the eligibility list. The list generated from this recruitment will be used to fill both substitute and permanent vacancies in the District.

If you have any questions, please call me at 562/690-2321.

DB: bl