

## Instructional Assistant - Special Education - Level 1

### Purpose Statement

The job of Instructional Assistant - Special Education - Level 1 is done for the purpose/s of assisting in the supervision and instruction of special needs students under the supervision of a certificated teacher in a special education classroom and/or as part of a pullout program; observing and documenting student progress; implementing plans for instruction; and providing clerical support to teacher.

This job reports to Site Supervisor or Designee

### Essential Functions

- Adapts classroom activities, assignments and/or materials for the purpose of providing an opportunity for all special education students to participate in classroom activities.
- Confers with teacher/s (special education and/or mainstream teacher) on a regular basis for the purpose of assisting in evaluating special education student progress and/or implementing IEP objectives.
- Implements academic instruction taught by a teacher for individuals or small groups for the purpose of meeting learning goals, as described by an IEP and/or district benchmarks.
- Implements behavioral plans designed by IEP team for students with behavior disorders or other special conditions for the purpose of assisting in meeting special education students needs and providing a consistent environment.
- Instructs special education students (e.g. math groups, science experiments, reading, behavioral skills, daily living skills, writing, verbal skills, etc.) for the purpose of implementing goals for remediation of student deficiencies and ensuring student's success.
- Maintains instructional materials and/or student files/records (e.g. adapting instructional materials, student files, checking papers, attendance, audio visual equipment, set up projects, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors special education students (e.g. classroom, field trips, lunch, playground, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. correcting papers, copying, instructional materials, grading papers, inputting grades into program, etc.) for the purpose of supporting the teacher 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, and may perform Meal Duty Supervisor functions as described in the Meal Duty Supervisor job description, for the purpose of supporting them in the completion of their work activities.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office and instructional equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and

practices; age appropriate student activities; safety practices and procedures; and stages of child development/behavior.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness. .

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** .

**Required Testing**

Pre-employment Proficiency Test or AA or AA Equivalent/Pre-employment Medical Examination

**Continuing Educ. / Training**

As Needed

**Certificates and Licenses**

**Clearances**

Criminal Justice Fingerprint/Background Clearance/TB Clearance/Pre-Employment Exam

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

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