



LAKESIDE UNION SCHOOL DISTRICT

"Igniting Passion in Today's Students for Tomorrow's Opportunities"

3/29/2023

Announcement of Classified Position

PLEASE POST

INSTRUCTIONAL ASSISTANT II – SPECIAL ED

Site: Lemon Crest
Start Date: As soon as hiring process is complete
Salary: \$17.36 to \$21.43 per hr.
Schedule: 10- Month 30 hours per week: 7:30 a.m. – 2:22 p.m. ,
Wed- 7:30 a.m. – 12:34 p.m.
10 month

APPLICATION DEADLINE: Application must be submitted on edjoin.org no later than April 4, 2023. **NOTE:** This position is open to current district employees only at this time. If you are requesting a lateral transfer, please submit letter to Human Resources Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitor and oversee student projects, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs; assist assigned teacher with the implementation of Individualized Education Programs (IEP).
- Assist students in completing classroom assignments, homework and projects in various subject areas; ensure student understanding of classroom rules and procedures; assist students by answering questions; provide proper examples, emotional support, friendly attitude and general guidance; implement behavioral, social support and life skills support.
- Assist with the implementation of lesson plans and Individualized Education Programs (IEP) as directed; assist children with meeting related goals and completing social and behavior modification and learning drills, tasks and exercises.
- Assist in establishing and maintaining behavioral goals and objectives for individual students; monitor, assess and assist with the adjustment of behavior modification and intervention activities in response to student needs and progress.
- Implement lesson plans as directed by the teacher; assist with various activities to enhance behavioral progress among students; present learning materials; assist children by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Assist children with performing and developing social, independent living, communicative and learning skills; provide children with learning activities to enhance social interaction skills; perform behavior reinforcement functions; assist children with engaging in recreational and leisure activities.
- Observe and report progress regarding student performance and behavior; maintain student discipline; assist with resolving treatment and behavior modification issues and conflicts.
- Compile information and data and maintain various records related to students, progress, IEP's, behavior plans, trial training and assigned activities; take session notes as required; apply behavioral principles to behavioral goals and measure results; and assist with compiling, preparing, developing, maintaining and assembling instructional materials.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; distribute, collect, prepare and process attendance, medication, physical activity and various other forms and documents; record student attendance, as assigned.
- Observe and control behavior of students in the classroom according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities, as directed.
- Prepare student snacks; ensure eating areas are clean and sanitary; wipe tables and chairs; store food items as needed.
- Assist students with personal hygiene and living skills; assist students with eating activities; toilet students and soiled clothing.
- Grade student tests and assignments as assigned; maintain records and student files related to attendance, grades, progress, behavior and assigned activities; prepare mandated reports and documentation.
- Provide routine first aid to injured students according to established procedures; administer medications as needed and according to prescribed instructions; respond to medical emergencies and prepare related paperwork.

- Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies; order and arrange for food items.
- Operate a variety of office and classroom equipment including a copier, fax machine, computer and assigned software.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills/Ability to:

- Provide support and assistance to a classroom teacher in implementing and providing behavior modification and related treatment, learning and intervention activities to identified students.
- Provide discreet trial training and applied behavior analysis and modification activities to students.
- Confer with teachers and staff regarding lesson plans, instructional activities and student needs and progress.
- Assist with developing, implementing and monitoring related plans and strategies for individual students in one-on-one behavior modification training sessions
- Monitor, assess and assist with the adjustment of behavior modification and intervention activities in response to student needs, behavioral problems and progress.
- Assist children with completing behavior modification and learning drills, tasks and exercises.
- Assist with a variety of activities to enhance behavior and academic achievement among students.
- Understand and relate to students with special needs.
- Demonstrate an understanding, patient and receptive attitude towards emotionally disturbed students.
- Monitor, observe and report student behavior and progress.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and timelines.
- Work independently with little direction.
- Operate a variety of office equipment including a computer and assigned software.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- One year of experience working with children in an organized setting or learning environment.

Licenses, Certifications and other Requirements:

- Valid First Aid and CPR certification.
- Instructional Assistant Proficiency Test Certificate.
- Crisis Prevention Training (CPI).
- Mandated Reporter Training.
- Blood Borne Pathogens.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - Completed at least two years of study at an institution of higher education or,
 - Obtained an associate's or higher degree (college level) or,
 - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

Application Procedure:

APPLY TO:

Edjoin.org

Password: 1234

An Affirmative Action/Equal Opportunity Employer

GENERAL INFORMATION CONCERNING CLASSIFIED EMPLOYMENT

CLASSIFIED EMPLOYEES: All persons hired in a non-teaching position or one not requiring a California credential is considered a part of the classified service.

APPLICATION FOR EMPLOYMENT: Persons interested in employment must complete an application furnished by the District and return it to the Personnel Office by the closing date and time indicated on the job announcement.

CITIZENSHIP: Applicants must either be U.S. Citizens or legal resident aliens with U.S. Immigration Service approval to work.

OATH OF ALLEGIANCE: New employees must sign and agree to abide by the provisions of the State of California Loyalty Oath.

CERTIFICATE OF TUBERCULOSIS EXAMINATIONS: All new employees are required to submit proof of having a negative tuberculosis skin test/X-ray. A copy of a tuberculosis test dated within the last four years on file at another school district is valid.

FINGERPRINTING: Assembly Bill 1610 requires that criminal background checks be completed on all applicants for classified employment before they commence work. Two sets of fingerprints will be submitted to the Department of Justice for the purpose of obtaining a criminal record summary from the Department of Justice and the Federal Bureau of Investigation. This requirement is a condition of employment. The applicant is required to pay \$40 processing fee.

PLACEMENT MEDICAL EXAMINATION: Offer of employment is contingent upon satisfactory completion of a medical examination at districts expense, which includes drug and alcohol screening.

SOCIAL SECURITY: A social security card must be presented at time of employment.

RETIREMENT: Classified employees who work halftime or more become members of the California Public Employees Retirement system combined with the Federal Social Security Program.

STARTING SALARY: New classified employees normally start on the first step of the salary range to which the position is assigned. In some instances placement may be on a higher step, as determined by the District, based upon experience, education, training and districts needs. New employees must propose placement at a higher step at the time of hire. The District Superintendent will make final determination of placement.

BENEFITS: Medical/Dental/Life Insurance, Paid Holidays, Vacation, Sick Leave, etc. are available to all classified employees as determined by the California State Education Code and/or the current bargaining unit agreement.

DISCRIMINATION

Complaints that allege unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability in any program or activity conducted by the District, which is funded directly by, or which receives or benefits from any state financial assistance, shall be initially filed, in writing, with the Superintendent not later than six (6) months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time line for filing a complaint may be extended by not more than ninety (90) days by submitting a written request, setting forth good cause, to the Superintendent. The request for an extension will be responded to immediately. The Assistant Superintendent, Educational Services, will conduct investigation of the complaint. An initial investigative meeting will be held within five (5) working days of receiving the complaint. Within sixty (60) days from receipt of the complaint, the Assistant Superintendent, Educational Services, or designee, shall complete the investigation of the complaint and prepare a written decision. The District's decision may be appealed to the California Superintendent of Public Instruction within fifteen (15) days of receiving the decision.