



POSITION: **Instructional Assistant Special Education – Therapeutic**

SALARY RANGE: **Range 29**

WORK YEAR: **10 Months**

DEADLINE:

QUALIFICATIONS:

Any combination equivalent to: graduation from high school and one year of experience working in a special education program or in an organized setting.

OVERVIEW:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or groups of students placed in special education programs because of severe emotional and behavioral issues, and/or other limiting conditions; monitor and report student progress regarding behavior and performance; perform a variety of clerical and instructional duties in support of the instructional program as required by the disabling/limiting condition of the student and according to established Individual Education Plans (IEPs).

ESSENTIAL RESPONSIBILITIES:

- Assist a certificated teacher in providing instruction to students in an assigned special education program such as Emotionally Disturbed (ED).
- Provide instructional assistance to individuals or groups of special education students in special or mainstreamed classrooms; assist and attend to special education students during classroom activities, physical education periods or other activities as assigned.
- Assist students in understanding and comprehension of classroom assignments; explain errors and answer questions to reinforce the main lesson plans; assist students with problem-solving tasks, reading, English and other assignments.
- Reinforce instruction to students with learning disabilities, communication and behavioral issues; confer with teachers, counselors, psychologists, and administrators concerning programs and materials to meet the individual needs of special education students.
- Maintain order and direct group activities of students as assigned; monitor, observe and control behavior of students; report progress and concerns regarding student performance and behavior to the teacher; supervise students while the teacher is temporarily out of the classroom.
- Prepare instructional materials as directed by the teacher; participate in training that would allow administration of assigned testing instruments such as Woodcock-Johnson, CTBS, CAP and WRAT to assist in developing IEPs; administer and score a variety of tests and assist in maintaining student files, progress reports and records.
- Provide support to the teacher by setting up work areas, displays, exhibits and bulletin boards; operate audio-visual equipment and educational training equipment; distribute and collect paper and supplies.
- Perform a variety of clerical duties such as preparing and duplicating instructional materials, scoring papers and recording grades; maintain records including attendance, grades and test scores as assigned; maintain the confidentiality of records and information related to students and parents; maintain inventory and requisition materials and supplies as needed.
- Assure the health and safety of students by following health and safety practices and procedures; assist students with general first aid and specialized medical needs; assist students in emergency and fire drill procedures; assist in maintaining a clean and orderly learning environment.
- Operate personal computers to assist students with learning exercises; demonstrate proper operation of keyboards and software applications; interpret on-screen instructions to students; review, correct and copy assignments,

compile student and class rosters, update student information and student IEP progress.

- Accompany teachers and students on field trips and other student-related extracurricular activities as assigned.
- Assist with maintaining a variety of records and files, including IEP records.
- Participate in staff meetings and in-service training programs as assigned.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Child guidance principles and practices, especially as they relate to special education students.
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
- Principles and techniques of providing instructional assistance to small groups of individuals in a variety of subject areas.
- Basic techniques for measuring student progress.
- Safe practices in classroom and playground activities.
- Oral and written communication in standard English.
- Interpersonal skills using tact, patience and courtesy.
- Basic personal computer operation.
- Basic record-keeping techniques.
- Appropriate classroom procedures and conduct.
- Assist a certificated teacher with instruction in an assigned special education program.
- Work with severely and mildly disabled and emotionally disabled students.
- Stay calm, make decisions and use good judgement in a crisis situation.
- Assist with the development of students' social skills through an integrated program based on individual needs.
- Learn instructional techniques appropriate for assigned handicapped/disabled students.
- Learn and utilize various modes of teaching for students' specialized needs. Follow the lesson plans and make necessary adjustments to facilitate individual student needs.
- Learn and utilize behavior modification, disciplinary and safety restraint techniques. Learn and address specialized physical health care needs of students.
- Demonstrate a patient, understanding and receptive attitude toward children with disruptive emotional characteristics.
- Administer, after appropriate training, assigned testing instruments to assist in Developing IEPs.
- Understand and follow oral and written directions.
- Learn the procedures, functions and limitations of assigned duties.
- Operate a personal computer and assigned software applications.
- Work independently with minimal direction and work confidentially with discretion.
- Communicate effectively with children, parents and other adults.
- Establish and maintain effective working relationships with students, parents, faculty. Understand and apply rules, regulations, policies and procedures.
- Perform clerical duties such as filing, duplicating and maintaining records.

WORKING ENVIRONMENT:

The work environment characteristics 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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

Vision to monitor students during classroom activities, hearing and speaking to exchange information and provide assistance to students, bending at the waist, walking and standing for extended periods of time, and dexterity of hands and fingers to operate specialized equipment or office equipment. Agility to kneel, lift and move quickly.

HAZARDS:

Angry or hostile students who may be physically or verbally aggressive or abusive.

NON-DISCRIMINATION POLICY:

The Palo Alto Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

PAUSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.