



POSITION: **Instructional Assistant Special Education- Moderate/ Severe**

SALARY RANGE: **Range 29**

WORK YEAR: **10 Months**

DEADLINE:

QUALIFICATIONS:

Any combination equivalent to graduation from high school and two years of experience working with students in an organized setting, including one year experience working with special education students preferred.

OVERVIEW:

Under the direction of an assigned supervisor, assist students with mental and physical disabilities to attain vocational, community, communication, recreation, and other goals and objectives according to Individual Educational Plans (IEPs); assists student in developing various socially acceptable life-skills, including hygiene, eating, social, community, vocational and leisure/recreational skills.

ESSENTIAL RESPONSIBILITIES:

- Assist students with mental and physical disabilities to attain vocational, community, communication, recreation and other goals and objectives according to Individual Educational Plans (IEPs).
- Assist students in developing various socially acceptable life-skills, including hygiene, eating, social, community, vocational and leisure/recreational skills.
- Assist teachers in training students to function independently.
- Assist student with assistive technology devices.
- Coach, monitor and assist students at local job sites; provide coaching and assistance to students for completing applications and interviewing; assist students with problem solving, handwriting and other activities to enhance job training and independent skills.
- Assist students in community vocational training; ride with students on public buses; assist with helping students on and off the bus; train and assist students at job sites with duties and a variety of activities as necessary according to individual needs; escort students to parks, shopping malls, bakery, drug store and restaurants to enhance student community awareness and to develop maximum independence and self-esteem.
- Assist students in developing independent travel skills such as crossing streets, walking safely to destination, using public transportation and complying with traffic signals; assist in the development of proper moneyhandling and coin recognition.
- Assist students with personal hygiene and in developing self-help groomingskills as appropriate such as dressing and undressing, eating, washing, oral care and toileting; assist students with medication according to established guidelines and procedures.
- Assist students with food preparation activities; prepare snacks or meals; assist students with kitchen procedures and measuring for recipes.
- Assist instructor in assessing student ability and progress; provide information and discuss student daily activities, progress, academic needs and needed course of instruction.
- Assist students by providing proper examples, emotional support, a patient and friendly attitude and general guidance.
- Assist in various classroom activities including art projects, board games, sewing and practical academics such as money handling.
- Assist and guide students to, on, off, and from the bus; assist students to negotiate the school campus

- including traveling from class to class.
- Prepare and maintain a variety of records including student performance at work sites, PO receipts, absences, behavior and other records.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Student guidance principles and practices, especially as they relate to students with multiple and severe emotional, physical and special learning challenges.
- Basic subjects taught in District schools.
- Basic principles and techniques of discipline and behavior modification.
- District regulations, policies and objectives applicable to assigned programs.
- Disabilities commonly afflicting assigned special education population.
- Safe practices in classroom and field activities.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Health and safety regulations.
- Learn and provide for the special needs, problems and requirements of severely and physically handicapped students.
- Assist certificated staff with instruction and related activities of the assigned learning environment.
- Assist students in developing independence and life skills, including hygiene, eating, social, community, vocational and leisure/recreational skills.
- Provide patient, sensitive, gentle and tactful assistance to students and parents.
- Maintain confidentiality of pupil and school information.
- Learn the procedures, functions and limitations of assigned duties.
- Communicate effectively with students, faculty, parents and other adults.
- Read, apply, follow and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Discipline students according to approved policies and procedures.
- Operate instructional and office equipment.

WORK 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 ABILITIES:

Vision to monitor students during classroom and field 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.

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.