

**SOUTH BAY UNION SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION**

JOB TITLE: **Special Education Instructional Assistant**

Purpose Statement/s: The job of Special Education Instructional Assistant is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of special education students; relieving teachers of routine clerical tasks; and assisting students by providing for special health care needs. The Special Education Instructional Assistant reports directly to the site administrator.

Essential Job Functions:

- * **Adapts** classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce Individual Education Program (IEP) objectives & goals.
- * **Administers** first aid and medical assistance (e.g. tube feeding to students, medications, toileting, catheterization, diapering) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- * **Assists** with test administration for the purpose of qualifying students for special education.
- * **Assists** teachers with the presentation of learning materials by tutoring individual or small groups of students, by providing proper examples, and by caring for children's needs for the purpose of implementing lesson plans and/or developing students' daily living and behavioral skills.
- * **Documents** student behavior for the purpose of providing information towards goals & objectives.
- * **Evaluates** situations for unsafe or hazardous conditions for the purpose of maintaining a safe environment for students.
- * **Identifies & modifies** learning needs of students for the purpose of monitoring student progress.
- * **Maintains** classroom equipment for the purpose of ensuring a safe and appropriate learning environment.
- * **Monitors** individual students, classroom and/or playground activities for the purpose of maintaining a safe and positive learning environment.
- * **Performs** record keeping and basic clerical & computer functions, scheduling, copying etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Confers** with teachers for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- * **Participates** in various meetings for the purpose of sharing information and/or improving one's skills/knowledge.
- * **Performs** other related duties & assignments as required.
- * **Translates** information for the purpose of providing information to Spanish speaking parents. **(Bilingual Assistants only)**

Job Requirements - Qualifications:

- * **Experience Required:** Prior job related experience, paid or volunteer, with school age children.
- * **Skills, Knowledge and/or Abilities Required:**

Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use of English in both written and verbal form, use correct grammar, punctuation and spelling. Provide for special health care needs of students.

Knowledge of the principles of child development, instructional processes.

Abilities to understand and address students with special needs, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include stooping/crouching, lifting at least 60 pounds, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

- * **Education Required:** High School diploma or equivalent.
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, IA/Clerical test, other related tests, pre-placement medical physical.
- * **Other:** First Aid and Cardiopulmonary Resuscitation Certificates & Professional Assault Response Training (PART) may be required.

Salary Range: 22

Revised: April 14, 2016

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Special Education Instructional Assistant

Report Identification Code: ediasc

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

1. STRENGTH:

A. Standing	33.3%
Walking	33.3%
Sitting	33.4%

B. Lifting	O	60 lbs.
Carrying	O	60 lbs.
Pushing	O	60 lbs.
Pulling	O	60 lbs.

2. CLIMBING	O
BALANCING	O

3. STOOPING	F
KNEELING	O
CROUCHING	F
CRAWLING	NP

4. REACHING	F
HANDLING	F
FINGERING	O
FEELING	NP

5. TALKING:	
Ordinary	F
Other	O
HEARING:	
Conversations	F
Other Sounds	O

6. SEEING	
Acuity, Near	F
Acuity, Far	F
Depth Perception	F
Accommodation	F
Color Vision	O
Field of Vision	F

7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: 2 (3) (4) (5) (6)
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)

8. PHYSICAL DEMAND COMMENTS: Examples of stooping/crouching is adjusting to height of students; assisting with adaptive equipment, reaching/handling is instructional materials, wheelchairs, adaptive equipment; talking/hearing is presenting information, listening to students; seeing is observing classroom, recordkeeping.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: - Special Education Instructional Assistant

Report Identification Code: ediasc

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not Present in the Job Environment

S = Seldom - Under 5% of Work Day

O = Occasionally - Up to 1/3 Time

F = Frequently - From 1/3 to 2/3 Time

C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 75% Outside 25%

Comments Regarding "Inside/Outside work site location" = Classroom/playground

2. EXTREME COLD NP

3. EXTREME HEAT NP

4. WET/HUMID O

Comments Regarding "Wet and/or Humid Conditions" = Water cleaning items

5. NOISE (IN DECIBELS) 80 decibels

VIBRATION NP

Comments Regarding "Noise" = Children, bells, school yard. Fire alarm may exceed this value.

6. HAZARDS:

Mechanical S

Explosives NP

Electrical NP

Radiant Energy NP

Burns NP

Other Hazard/s S

Comments Regarding "Mechanical Hazards" = Staples; wheelchair spokes; flu, colds and other contagions

Comments Regarding "Other " = Flu, colds and other contagions

7. ATMOSPHERIC CONDITIONS:

Fumes NP

Mists NP

Odors O

Gases NP

Dusts O

Poor Ventilation NP

Other Atmospheric Hazards NP

Comments Regarding "Odor Exposure" = Body waste, body odors

Comments Regarding "Dust Exposure" = Dirt, chalk, sand

8. PROTECTIVE CLOTHING - DEVICES: Latex gloves, back belt (SED)

9. E. C. SUMMARY: Inside and Outside Work 2 3 4 5 6 7 Numbers encircled by () indicate significant involvement of factors enumerated and rated above.