



Tolleson Union High School District #214  
**Instructional Assistant II**

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**Purpose**

The job of Instructional Assistant II (Special Education Aide) 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, assisting students in performing their academic studies, daily living, and special health care activities; observing and documenting student progress, and providing clerical support to the teacher.

**Qualifications**

**Required**

1. High school diploma or equivalent.
2. Valid AZ Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
3. Must have completed 60 college credits, have an Associate degree (or higher), or passed the ParaPro Assessment test with a state qualifying score of 459 or better.
4. Successfully completed Algebra I.
5. Ability to acquire Cardiopulmonary Resuscitation (CPR) and 1<sup>st</sup> Aid Certification.
6. Ability to maintain appropriate interpersonal relations with students, parents, and other staff of the district.
7. Ability to take and follow directions.
8. Must possess computer skills including Word, Excel, and Power Point.

**Preferred**

9. Bilingual in English and Spanish.

**Essential Functions**

1. Adapts classroom activities, assignments and/or materials as directed for the purpose of providing an opportunity for all special education students performing at different learning levels and/or with different functional limitations to participate in instructional programs.
2. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
3. Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

4. Confers with teachers and parents if requested by teacher for the purpose of assisting in evaluating special education student progress in relation to established individual educational program.
5. Implements under direction, behavioral plans developed by IEP team for students with behavior disorders or other special conditions for the purpose of assisting students to modify behaviors that conflict with a positive academic and social environment.
6. Instructs students in a variety of activities in individual and group settings (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives, implement plans for remediation of student's deficiencies in accordance with student's individual educational program goals and ensuring students success in school.
7. Maintains instructional materials and/or student files/records (e.g. adapting instructional materials, student files, checking papers, attendance, audio visual equipment, set up art/science projects, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
8. Monitors students in various activities for the purpose of providing a safe and positive learning environment.
9. Performs record keeping and a variety of general clerical functions (e.g. student records, daily progress, correcting papers, copying, instructional materials, etc.) for the purpose of supporting the teacher in providing necessary records/materials.
10. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes instructional procedures and practices; age-appropriate student activities; safety practices and procedures; conflict resolution; 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 in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, 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 moderate. Specific abilities 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**

To provide learning and care support for pupils with special educational needs. This will involve working with the teacher to plan and deliver activities and supporting pupils with routines, transitions and behavior management.

## **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

<b>Reports to:</b>	Campus Principal or Principal designee (Assistant Principal)
<b>Terms of Employment:</b>	Nine month, full-time
<b>Evaluation:</b>	This position is evaluated annually as outlined in Governing Board Policy.
<b>FLSA Status:</b>	Non-Exempt
<b>Salary:</b>	Support Staff Salary Schedule, Grade 10
<b>Board Approval:</b>	February 6, 2024 (Revised)