

## **GALT JOINT UNION SCHOOL DISTRICT**

**JOB TITLE:** Instructional Assistant/Special Ed

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

To assist a teacher in the instruction, supervision, and training of individual or groups of special education students by performing a variety of instructional support activities related to an effective learning environment.

**SUPERVISOR:** Principal

### **TYPICAL DUTIES**

1. Assists in the instructing/tutoring of assigned students including multiple grade levels in basic academics, language, and/or specialized subject areas.
2. Presents prepared lessons, reinforces concepts, listens to students read, answers questions, assigns work, and checks work for completeness and accuracy.
3. Organize and implement daily student activities, lessons, and play/recreational activities.
4. Assists teacher to maintain effective learning and/or safe play/recreational environments, noting behaviors observed and disciplining as necessary.
5. Organizes learning and/or instructional environment; sets up materials and equipment for daily activities, gathers appropriate resource information, and maintains neat and orderly classroom/instructional areas.
6. Prepares bulletin boards, prepares/laminates graphic and written materials, assembles, collates, and staples work folders and instructional packets.
7. Assists with correction and recording of tests, daily assignments, and homework.
8. Assists in the establishment and maintenance of records and files such as pupil profile cards, lesson plans, behavior management points, grades, report cards, attendance records.
9. Operates a variety of office and audio-visual machines and equipment including typewriter, copier, film projector, tape recorder, VCR, and language master.
10. Performs clerical duties specifically related to classroom instruction as assigned.
11. Attends in-service training, parent conferences, and after school meetings as assigned.
12. May perform specialized health care procedures as needed for designated students in the classroom and other school areas. As approved by the State Department of Education and Health Services, these include:
  - Dispensing medication
  - Providing first aid and/or cardiopulmonary resuscitation
  - Assisting with elimination care or with menstrual cycle needs
  - Moving students (s) to and from wheelchairs and assisting with walkers or adaptive equipment

- Remaining with student(s) during recess and other unsupervised activities
  - Providing medical supervision to students being transported on school buses and/or supervising on field trips that may include overnights.
13. Performs other duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- proper English usage, grammar, vocabulary, spelling, and punctuation;
- general needs and behaviors of students;
- pertinent academic areas and learning situations;
- emotional makeup and special learning needs of developmentally handicapped students.

### **Ability to:**

- demonstrate proficiency in reading, writing, and mathematical skills;
- understand the needs of special education students and effectively relate to learning/recreational situations;
- learn the requirements of the teacher and student(s) in the specific special education learning program(s) to which assigned;
- establish and maintain accurate records and files;
- operate standard office and instructional equipment as appropriate to area of assignment;
- exercise tact, patience, courtesy, and good judgment in dealing with students;
- maintain the security and confidentiality of specified records and information;
- learn District/school policies related to student conduct, safety, and welfare in assigned areas;
- recognize the first aid and health needs of students and make decisions as to appropriate solutions;
- respond appropriately in emergency/unforeseen situations;
- communicate effectively in both oral and written forms;
- establish and maintain effective work relationships with those contact in the performance of required duties.

## **REQUIREMENTS**

- First Aid Certificate including CPR
- Passing Grade on High School Proficiency Exam
- Pass physical evaluation as performed for District by S.I.A.

## **PHYSICAL CHARACTERISTICS**

1. Sufficient vision to read printed materials.
2. Sufficient hearing for normal conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write and use telephone, office, and media equipment.
5. May be required to lift, carry, and move students in or out of wheel chairs.
6. May be required to lift 50 lbs. or up to 100 lbs. with assistance and/or carry any object weighing up to 25 lbs.
7. Sufficient physical mobility and strength to restrain, as needed, adolescent students who may be acting out frustration and/or anger.
8. Physical, mental, and emotional stamina to endure many hours under sometimes stressful conditions.

Adopted by Board December 11, 1995