

## **INSTRUCTIONAL ASSISTANT II - SE (RSP/SDC)**

### **DEFINITION**

Under a teacher's supervision, performs a variety of follow-up instructional activities; assists in the conduct of training and learning activities with children experiencing special learning needs; performs a variety of routine clerical and supportive activities for instructional personnel; performs other related duties as assigned and/or required.

### **ESSENTIAL DUTIES**

- assists instructional personnel with the presentation of learning materials and in the conduct of instructional exercises
- tutors individual students and small groups of students with special learning needs to reinforce and follow up learning and training activities
- monitors and assists students with special learning needs in drill, practice, and study activities as a follow-up to the presentation of instructional lessons by instructional personnel
- directs students into safe learning and play activities and functions, and assists in shaping of appropriate social behaviors
- assists in the management of acting-out student behavior through the use of positive reinforcement strategies and other appropriate techniques
- assists in the preparation of a variety of instructional materials and learning aids geared to the instructional level of children with special needs
- maintains a variety of records and files, including confidential student records and medical information
- operates and assists students in the operation of a variety of instructional aids and media, and computer assisted instruction equipment and software programs
- monitors and assists in the remediation of specific learning problems and conditions
- may administer medication in accordance with specific medical instruction
- performs routine first aid that may include aiding children experiencing seizures or respiratory disorders
- observes and monitors children with physical handicap conditions and requests appropriate assistance for pupils experiencing physical distress
- maintains or assists in maintaining an orderly, attractive, and positive learning environment
- may participate in parent conferences, and pupil instruction and training planning processes
- provides a variety of skill building activities with children who experience language and hearing disorders

### **QUALIFICATIONS**

**Knowledge of:** Basic concepts of child growth and development and developmental behavioral characteristics, particularly pertaining to pupils with special learning needs; behavior management strategies and techniques relating to pupils experiencing atypical control problems; appropriate English usage, punctuation, spelling and grammar; basic mathematical concepts; routine record storage, retrieval, and management procedures.

**Ability to:** Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized needs; appropriately manage student behavior and guide students toward more acceptable social behaviors; communicate effectively in oral and written form; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment; understand and follow oral and written directions; establish and maintain cooperative working relationships with children and adults.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 25 to 50 pounds of force to lift, carry, push, pull, or otherwise move objects
- will sit most of the time, but may occasionally run, walk, or stand for brief periods; must be capable of bending at the waist, kneeling, or crouching
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information
- must possess the manual dexterity to operate a computer keyboard and other business-related equipment, use hand tools, and handle and work with various materials and objects

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment is preferred.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.