

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SEVERELY DISABLED BILINGUAL

BASIC FUNCTION:

Under the direction of a Principal or designee, assist in providing instruction to individual or small groups of severe learning, emotionally, mentally and physically disabled students in a variety of special education programs in a classroom or other learning environment; assist in the preparation of instructional materials and implementation of lesson plans and individualized education plans (IEPs); monitor and report student progress regarding behavior and performance; assist students in a designated second language with completing exercises, drills and assignments.

DISTINGUISHING CHARACTERISTICS:

A Bilingual Instructional Assistant Special Education-Severely Disabled provides instruction to individual or small groups of severe learning, emotionally, mentally and physically disabled students in a variety of special education programs; monitor and report student progress regarding behavior and performance; assist students in a designated second language with completing exercises, drills and assignments.

A Bilingual Instructional Assistant Specialized Health Needs assists the teacher in performing instructional assistant medical procedures necessary in providing specialized physical health care services to pupils with exceptional needs and performs assigned tasks to facilitate learning. An incumbent under the technical direction of the District School Nurse works cooperatively with others in providing specialized health care services and performing standardized procedures as prescribed by the student's physician and requested by the student's parents/guardians; assist students in a designated second language with completing exercises, drills and assignments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in providing and reinforcing instruction to individual or small groups of students with severe learning, emotional, mental and physical disabilities in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist with the implementation of IEPs.

Monitor student health conditions and provide first aid and CPR as needed; assist with administering medications according to prescribed physician's instructions and written parent/guardian consent; respond to seizures, respiratory problems and other medical emergencies; prepare related paperwork as appropriate; assess and notify parents/guardians and/or appropriate staff of student health conditions and progress.

Observe, monitor, manage, and redirect behavior of students within approved procedures and assist with appropriate discipline in accordance with grade level and student's ability to understand discipline; utilize approved techniques for responding to students whose behavior may escalate to self-injurious or physically aggressive acts, including but not limited to spitting,

pinching, biting, hair-pulling, kicking and hitting; assist with reporting student performance and behavior progress.

Assist English or other second language-speaking students in completing classroom assignments, homework and projects; modify learning activities to meet student needs and individual skill levels in a designated second language as necessary; ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson and individualized education plans and materials to meet student needs.

Assist in assembling and preparing lessons, instructional materials and homework for individual students as directed by the teacher; maintain daily records of achievement and attendance.

Assist students with fine motor abilities; assist with strength, hand and muscle coordination and eye and hand coordination.

Perform a variety of duties in support of classroom activities such as making telephone calls to parents/guardians and agencies; preparing, typing, duplicating and filing instructional materials; maintain student records and files as assigned.

Provide classroom support to the teacher by setting up work areas, displays and exhibits; operating audio-visual equipment; operating instructional equipment; and distributing and collecting paper, supplies and materials.

Assist students with personal hygiene; toilet, clean and diaper students as necessary; assist students with various perceptual, motor-sensory and body awareness skills.

Confer with teachers concerning programs and materials to meet individual student needs; assist students with achieving the goals of IEPs; communicate with parents/guardians as assigned.

Ensure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, clean and orderly manner.

Attend school functions, staff and other meetings and professional development programs as assigned.

Assist with supervising students during library, recess and meal activities as assigned; monitor and oversee playground activities, physical education and field trips as assigned; make home visits according to established procedures as directed.

Encourage and maintain a positive and supportive learning environment for students.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper oral and written usage of English and a designated second language.

Learning and developmental issues of physically, emotionally and mentally disabled students.

Special needs, issues and requirements of students with learning disabilities and other disabling conditions.
Child guidance principles and practices.
Safe practices in classroom and playground activities.
Subjects taught in Grades K – 12.
Basic instructional methods and techniques.
Oral and written communication skills.
Interpersonal relations skills using tact, patience and courtesy.
Basic record-keeping techniques.
Classroom procedures and appropriate student conduct.
Issues related to the managing of Pre-K – 12th grade disabled students.
Standard office and classroom equipment.

ABILITY TO:

Assist with and reinforce instruction and related activities of the assigned learning environment in a designated second language.
Speak and interpret English and a designated second language.
Accept, understand and appropriately respond to needs of severely disabled students.
Perform a variety of duties in support of classroom activities.
Understand and follow oral and written directions.
Follow and understand procedures, functions and limitations of assigned duties.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing with students and adults.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Maintain confidentiality of privileged information.
Operate standard office and classroom equipment.
Assist in the preparation of instructional materials and implementation of lesson plans.
Observe health and safety regulations.
Maintain records and files.

EDUCATION AND EXPERIENCE:

Graduation from High School or its equivalent. Complete at least two years of study at an institute of higher education; or obtain an associate's (or higher) degree; or pass the District's assessment examination.

LICENSES AND OTHER REQUIREMENTS:

Positions in this class will be required to translate oral and written communications between English and a designated second language.

Valid First Aid and CPR Certifications issued by an authorized agency. Valid AED Certification to be obtained in the first year of District employment.

Some incumbents in this class may be required to possess a valid California driver's license to make home visits.

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":

Completed at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor environments; extensive contact with severely disabled students; possible exposure to body fluids.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Dexterity of hands and fingers to operate standard office and classroom equipment.

Hearing and speaking to exchange information.

Ability to see to read a variety of materials and monitor student activities.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

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