

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT- SPECIAL EDUCATION BILINGUAL

BASIC FUNCTION:

Under the direction of a Principal or Designee, assist in providing instruction to individual or small groups of emotionally, mentally, physically and/or learning disabled students in the Resource Specialist Program (RSP) or Special Day Class (SDC) program; monitor and report student progress regarding behavior and performance; assist students in a designated second language with completing exercises, drills and assignments, perform a variety of duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Tutor individual or small groups of students with learning disabilities in English or a designated second language, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; collect data and/or work samples as instructed by the teacher.

Assist English or other second language-speaking students with completing exercises, drills and assignments; assist with learning activities to meet student needs and individual skill levels in a designated second language as necessary.

Assemble and prepare lessons, instructional materials and homework for individual students as directed by the teacher; maintain daily records of achievement and attendance.

Observe and refocus behavior of students according to approved procedures; report progress regarding student performance and behavior.

Perform a variety of duties such as making telephone calls, preparing, and duplicating instructional materials; maintain various records and files related to students, instructional activities and assigned duties; assist with recording grades, taking student attendance and maintaining related records as required.

Confer with teachers concerning programs and materials to meet individual student needs; provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating instructional equipment and distributing and collecting paper and supplies.

Ensure the health and safety of students by following health and safety practices and procedures; assist with maintaining classroom in a clean and orderly condition.

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

Assist with supervising students during library, recess and meal activities; 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.

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 students with disabilities.

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 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 and two years experience in working with school-age children in an organized setting.

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, community and outdoor environments;

Contact with 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.

Reaching overhead, above the shoulders and horizontally

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.

HAZARDS:

Contact with dissatisfied or abusive individuals.

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