

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIALIZED HEALTH NEEDS-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 a variety of special education programs; provide specialized physical health care to pupils with exceptional needs; 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.

#### **DISTINGUISHING CHARACTERISTICS:**

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.

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.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform specialized physical health care services such as suctioning, colostomy, ileostomy care plus skin care, gastrostomy tube feeding, catheterization, oxygen administration and proper use and care of related equipment and administer medication according to physician's instructions and written consent from parents/guardians.

Provide instruction to severely disabled students, individuals or small groups, as directed by a teacher, in reading, language, mathematics and other subjects in English and a second designated language.

Assemble and prepare 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.

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 to parents/guardians and agencies, preparing, and duplicating instructional materials; assist in record-keeping activities including meal count and attendance.

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.

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 individual educational plans (IEPs); communicate with parents/guardians in English and in a designated second language as assigned.

Ensure the health and safety of students by following established practices and procedures; assist in 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.

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 – 12<sup>th</sup> 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.

Use the lifting equipment to lift students.

Perform proper lifting techniques.

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 students in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

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.

Incumbents in this class will be required to translate oral and written communications in English and a designated second language as required by the position.

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 environment.  
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 and kneeling or crouching to provide assistance.  
Reaching overhead, above the shoulders and horizontally.  
Dexterity of hands and fingers to operate various office and instructional equipment.  
Hearing and speaking to exchange information.  
Ability to see to read a variety of materials.  
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.

**FINAL 3.22.14**