

Thermalito Union Elementary School District Job Description

Job Title: Instructional Assistant III
Department: School Site
Reports To: Site Administrator
Prepared Date: 02/17/06
Approved By: Governing Board
Approved Date: 01/10/08
Revisions: 07/01/24, 12/11/07, 03/23/06
Title/Range Revision: 07/01/24, 07/01/06
Range: 17

SUMMARY

The Instructional Assistant III assists in providing instruction designed for students receiving special education services under the direction of teacher(s) and other certificated staff (Director of Student Services, School Psychologist, Special Education Teachers and General Education Teachers) The role of the Instructional Assistant III is to assist students with specific learning activities, assist the teacher in monitoring student behavior, academic progress and assist with instructional and related non-instructional duties. Performs all of the essential duties and responsibilities of the Instructional Assistant I & II and the unique additional duties as noted below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (Instructional Assistant I duties):

Exhibits caring, compassionate behavior towards all students. Helps to create a positive school environment.

Under the guidance of certificated staff, assists individuals or small groups of students in specific instruction.

Works with part of a class, or on an individual basis, to learn a special skill, understanding, appreciation, or technique that supports grade level standards and/or Individual Education Plan (IEP) goals in the general education setting.

Tutors a small group, or on an individual basis, in any of the instructional areas.

Maintains confidentiality of all student information, files, data, forms and other confidential student details.

Observes pupil behavior, assists in correcting minor student behaviors and reports inappropriate student behaviors to certificated staff. Supports certificated staff in correcting inappropriate student behavior.

Helps to implement de-escalation strategies, sensory breaks, and assists in creating and following visual schedules and/or social stories. Secures and creates charts and other visual materials planned and under the direction of certificated staff.

Assists in supervision of students to maintain effective learning and/or safe play environments, including during student elopement. Notifies certificated staff and/or site administrator of student elopement, as appropriate.

Supervises classroom work areas. Assists in classroom housekeeping, prepares and copies instructional materials, record keeping, and care of audio-visual equipment. Sets up learning centers, etc.

Assists with clerical duties. Prepares data for reporting. Copies information on school records. Prepares and submits forms and surveys.

Under direction of certificated staff, corrects student work and maintains files of student work for progress monitoring. Assists certificated staff with entering grades, as needed.

Assists certificated staff with preparing instructional materials and providing copies as directed. Secures and makes charts and other visual materials planned and under certificated staff direction.

Alerts teachers to special needs of children, including but not limited to, behavior plans and Individual Education Plan (IEP) requirements and accommodations or testing accommodations.

May need to accompany students on field trips and supervise during student lunch periods.

Other related duties, as assigned.

ADDITIONAL ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (Instructional Assistant II duties):

Assists in providing instruction, in general education and special education settings, under the guidance of certificated staff.

Assists with the implementation of Behavior Plans or have ability to follow behavior plans written by others.

Assists with student behaviors; works with certificated staff and/or behavior specialists to correct inappropriate and reinforce appropriate behaviors; data collection for the development of positive behavioral intervention plans.

Attends trainings on incident reporting and emergency behavior reporting. Prepares Behavior Incident Reports (BIR) and/or Behavior Emergency Reports (BER), as directed.

May report student attendance to site office or certificated staff, as needed.

Assists students with adaptive devices such as, but not limited to, communication boards, Chromebooks, computers or iPads as indicated in the Individual Education Plan (IEP) or other designated supports and accommodations, as required.

Assists in maintaining classroom special education files for compliance. Assists with the maintaining of classroom special education and cumulative files relating to incoming and current students.

Assists certificated staff in observing student achievement, evaluating work products and measuring progress toward goals using anecdotal notes.

Assists in the preparation of support curriculum, modifying student assignments and prepares instructional materials to support inclusive practices.

Confers with certificated staff, or specialists, regarding level/need of assigned students; assists in planning daily activities and/or lessons for students in conjunction with established instructional objectives developed by assigned special education teacher(s) select materials to be used and supports implementation of planned lessons.

Provides certificated staff with relevant feedback and information on students' progress through observation, daily contact, and maintaining accurate student progress records.

Assists certificated staff in tracking inventory of classroom materials and informs appropriate staff to order materials for use in the classroom.

Contacts other agencies as directed by teacher, psychologist or administrator.

May be asked to attend IEPs or parent conferences as appropriate.

Other related duties, as assigned.

ADDITIONAL ESSENTIAL DUTIES & RESPONSIBILITIES also include the following (which are in addition to those required of the Instructional Assistant I & II duties):

Supports students in both General Education and Special Education classroom settings. Movement within several classrooms or school sites within the district, may be required, depending on the needs of the students being supported.

Training for any unique need of the student to whom the Instructional Assistant III is assigned may be required.

Assists certificated staff in the monitoring and data collection of academic and behavior progress reports and behaviors incident reports, and/or other IEP goals, or as directed by certificated staff.

Attends Individual Education Plan (IEP) meetings and/or parent conferences, as directed.

Under guidance of certificated staff, supports school to home communication.

Instructs students with adaptive devices such as, but not limited to, communication boards, computers or iPad as indicated in the Individual Education Plan (IEP) or other designated supports and accommodations, as required.

Ability to adapt instructional approach when working with students.

Dispenses physician prescribed medications under appropriate guidelines as directed by the school nurse in the absence of the health staff.

Assists students who have physical impairments or toileting needs which require specialized physical health care services in accordance with Education Code 49423.5 under the supervision of the school nurse or medical doctor.

Attends assigned staff development activities, as directed.

Other related duties, as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and three to six months experience in a special education setting or one to two years as a regular classroom Instructional Assistant or a related assignment. Higher education coursework in a related field is preferred.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to demonstrate an understanding of fractions, decimals, percent equivalents, square roots, probability and bisectors.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions as written, spoken, or provided in diagram form. Ability to deal with problems involving several known variables in normal situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Copy of A.A. or A.S. Degree (or higher) or 48 semester units at an institution of higher education or pass CODESP - District Written Exam (Parts A, B and C) to meet the requirements of No Child Left Behind Act. If you hold the degree or have a transcript with 48 or more units of college level coursework, you are required to only pass CODESP-District Written Exam (Part C).

Valid California Driver License and proof of adequate automobile insurance as stipulated by the State of California.

Possession of valid first aid and CPR certificate within thirty (30) days of employment.

Required to attend a "Nonviolent Crisis Intervention" training program within six (6) months of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is sometimes required to sit and talk and hear. The employee is routinely required to stand; walk; use hands to touch, handle, and feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste and smell. The employee must frequently lift and/move up to 30 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and minor risk of electrical shock. The noise level in the work environment is usually moderate (examples: business office with computers and printers, light traffic).