

<i>Bargaining Unit / Group: CSEA 868</i>
<i>Salary Range: 121</i>
<i>Approved: 3/15/2022</i>
<i>Revised: 11/1/2023</i>

CAMPBELL UNION SCHOOL DISTRICT INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION MODERATE/SEVERE

JOB DESCRIPTION:

Under the direction of Director II-Special Education and Site Administrator assigned administrator, assist a certificated teacher in reinforcing instruction and behavior to individual or small groups of special education students; assist in the preparation of instructional materials and implementation of individual education plans; provide routine clerical support.

RESPONSIBILITIES:

- Assist a certificated teacher in reinforcing instruction and behavior to individual or small groups of special education students in a classroom or other learning environment; monitor and oversee student routines, practices and assignments in various subjects; assist assigned teacher with the implementation of individual education plans(IEP).
- Assist students in completing classroom assignments, life skills activities and projects. Assure student understanding of classroom structures and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson plans and materials to meet students' needs.
- Perform a variety of clerical duties in support of classroom activities, such as preparing, duplicating and filing instructional materials; distribute, collect, prepare and process various other forms and documents; record student attendance as assigned; collect data.
- Explain and assure student understanding of classroom assignment and homework instructions; support students with functional communication, including the use of alternate communication systems; explain words and concepts as necessary; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior as requested by case manager or classroom teacher.
- Observe and support appropriate behavior of students in the classroom according to approved procedures; monitor and interact professionally and appropriately with students during outdoor, physical education and other recreational activities as directed. Assist in implementation of behavior goals and behavior intervention plans. Attend required professional development and training to support teachers and programs as needed.
- Support the maintenance of records and student files related to progress, behavior and assigned activities; prepare mandated reports and documentation as required.
- Assist students with personal hygiene as required; assist students with eating activities; toilet students and change diapers and soiled clothing as required

based on the program.

- Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with writing exercises and assignments.
- Escort students to and from designated locations as assigned; accompany students on field trips, recreational functions, school based events and during outdoor activities.
- Load and unload students on buses as directed; push students in wheelchairs; lift students in and out orthopedic equipment and position students; assist students with adaptive devices as needed.
- Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; provide classroom support by setting up work areas and distributing and collecting paper, supplies and materials.
- Operate a variety of office and classroom equipment including a copier, fax machine, computer and necessary software.
- Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns; answer calls, take messages and provide general class and student information as assigned.
- Provide routine first aid to injured students according to established procedures as needed; administer medications according to prescribed instructions as required; respond to medical emergencies and prepare related paperwork as appropriate.
- Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned; order and arrange for food items as required.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Child guidance principles and practices related to children with special education needs.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Challenges and concerns of students with special education needs.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Operation of standard office and classroom equipment including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping and report preparation techniques.
- First aid and CPR procedures.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of special education students as directed by the teacher.
- Assist in the preparation of instructional materials and implementation of individual education plans.
- Perform basic clerical duties to support students' learning needs.
- Understand and relate to students with special needs.
- Assist students with personal hygiene, feeding, toileting, vocation-related functions, positioning and independent living skills as assigned.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Demonstrate an understanding, patient and receptive attitude toward special education students.
- Read books to students and assist with reading and writing activities as assigned.
- Monitor, observe and report student behavior and progress.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer.
- Observe health and safety regulations.
- Maintain records and prepare routine reports.
- Administer first aid and CPR.

Education and Experience:

- 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":
- Complete at least 2 years 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.
- AND one year experience working with children with special education needs in an organized setting.

REPORTS TO:

Director II-Special Education and Site Administrator.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current schedule.

EVALUATION:

Performance of this job will be evaluated in accordance with the District's policies and procedures and existing contract between Campbell Union School District and the California School Employees Association, Chapter 868.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

Classroom environment.

PHYSICAL DEMANDS:

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak and hear effectively. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.