

**Sonoma Valley Unified School District**

An Equal Opportunity - Affirmative Action Employer  
The Human Resources Department Announces an Opening For:

**INSTRUCTIONAL ASSISTANT: SPECIAL EDUCATION**  
**Category 7 - 195 Paid Days (182 Work Days + 13 Paid Holidays)**  
**Multiple Positions Open @ Various Sites**  
**6 Hours Per Day**

**SALARY:** Range N4 (\$21.66 - \$23.89 per hour, depending on similar experience)

**DUTIES:** To provide assistance to certificated staff in the instruction, supervision and training of individuals or groups of students (ages 3 to 22 years) with a variety of special education needs; perform a variety of instructional services within a well-defined framework of policies and procedures; provide a range of instructional training experiences in a variety of educational environments which may include specific classrooms, learning centers, vocational programs, the community and/or other instructional facilities, and to perform related duties as assigned. Incumbent works closely with the teacher and follows detailed instruction and/or established practices and procedures. Uses judgment and initiative in performing jobs and works with students with severe medical and physical disabilities or behavior disorders. Incumbent in this job class may be assigned to a specific classroom or multiple classrooms; may serve students with any, or combination of, the following conditions: limited- or non- English population, mental retardation, autism, severe physical/medical involvement (i.e., cerebral palsy, seizure disorders), communication disorders (including non-verbal); hearing/vision impairment, learning disorders, emotional disturbances, behavior disorders.

**QUALIFICATIONS:**

- Knowledge of: General classroom procedures and equipment; Pertinent academic areas and learning situations; Indoor/outdoor recreational activities suitable for handicapped students; Standard English usage, spelling, grammar and punctuation; Standard office tech, incl. computers; Safe work practices; proper lifting techniques.
- Ability to: Respond promptly to request of internal and external clients; provide them needed information, assistance, training, materials and resources; Communicate effectively in both oral and written form, using standard English correctly; Maintain student and classroom records; Work independently with general guidance as needed; Learn child and/or adolescent development and/or psychology; Learn assistant teaching strategies and behavior and anger management techniques; Work effectively with students during activities which require twisting, pushing, pulling, bending, lifting, climbing, kneeling and other physical activities as needed; Learn basic first aid and CPR.
- Desirable: Knowledge of general needs and behaviors of students with special needs; Knowledge of behavior and anger management techniques. Bilingual.
- **REQUIRED: Fingerprints and TB test required upon initial employment, and post-offer/pre-placement physical.**

**EDUCATION REQUIREMENT:**

- **Two years of college (48) units, OR A.A. degree (or higher), OR pass a local assessment of knowledge and skills in assisting instruction.**

**TO APPLY:**

- **Internal Applicants:** Submit a letter of intent to the contact below by the closing date.
- **External Applicants:** Submit an application online at [www.EdJoin.org](http://www.EdJoin.org), including a resume, three professional/supervisory references, and any other required documentation per the posting requirements, above.

**CLOSE DATE: ONGOING, MONITORED REGULARLY FOR NEW APPLICANTS**

**CONTACT:** Sonoma Valley Unified School District - Human Resources Dept - ATTN: Ann Marie Paparelli  
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**POSTED BY:** Ann Marie Paparelli

**POSTED ON:** 09/11/2023

**REMOVE:** ONGOING

The Sonoma Valley Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants. For questions, concerns, or complaints, please contact District Equity and Title IX Compliance Officer: Director: Human Resources; 17850 Railroad Avenue Sonoma, CA 95476; (707) 935-6008; DirectorHR@sonomaschools.org