

**INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION I**  
**INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION I – BILINGUAL (LANGUAGE)**

**DEFINITION**

Under the supervision of a site administrator and daily work direction of a credentialed teacher(s), provides instructional assistance for students, individually or in groups, with learning disabilities and/or any other special needs in a Special Day Class (SDC), Resource Specialist Program (RSP), Inclusion, general education, or other non-critical care instructional program; assists in the supervision of students in the classroom or during play; relieves the teacher of routine clerical duties; assists students with their physical needs; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

**TYPICAL DUTIES**

As directed by the teacher, instructs individual or small groups of students with learning disabilities and/or other special needs in various academic and other subject areas; reinforces lesson concepts and skills using special tutorial techniques or sensory training exercises; provides additional reinforcement, repetition, and presenting to different learning styles. Explains the teacher's instructions, activity directions, etc. to students as necessary; guides small group discussions to develop higher-level thinking skills; utilizes teacher provided materials or selects instructional activities and techniques within a limited range consistent with the teacher's lesson plans to meet the needs of individual students; monitors the classroom to motivate and encourage students to stay on task; assist students improve study and social skills; follows the teacher's plan for behavioral support and orderly classroom management; confers with the teacher regarding student performance, progress and problems. Accompanies students into their general education and/or exploratory classrooms to provide assistance such as reading and checking assignments, taking lecture notes, making adaptations/modifications/accommodations to assignments and classroom environment under the direction of the teacher, assisting with homework, monitoring behavior and recording activities.

May assist students with toileting and care of related physical needs and lift students in and out of wheelchairs. Prepares/modifies instructional materials and tests; types, files, duplicates, assembles, and laminates materials as directed; maintains written and computer records of student progress for teacher; operates a variety of office and instructional equipment as assigned. Assists in monitoring teacher-prepared tests/quizzes, and standardized achievement tests; corrects tests, class work, and homework with objective format using pre-established procedures and norms. Monitors students in assigned areas such as playground, halls, etc., enforcing safety and appropriate behavior; accompanies students on field trips as assigned; monitors the classroom while the teacher is busy or absent for short periods of time. As assigned, participates in in-service training; performs other related duties as assigned.

**Bilingual**

In addition to the above duties, bilingual positions also translate orally and in writing between English and a designated language. Interprets for student or teacher, as required, and may serve as translator for teacher in parent conferences or other meetings.

**DISTINGUISHING CHARACTERISTICS**

The **Instructional Assistant-Special Education I** provides instructional assistance and, as necessary, physical care assistance for students, individually or in groups, with learning disabilities and/or any other special needs in a Special Day Class (SDC), Resource Specialist Program (RSP), Inclusion, general education or other non-critical care instructional program. The **Instructional Assistant-Special Education II** provides instructional assistance and, usually, more constant physical care to individual or groups of students with severe and, often, multiple physical, emotional, behavioral, cognitive, learning and/or communication disabilities such as emotional disturbance, autism, orthopedic impairment, significant mental retardation and blindness.

**EMPLOYMENT STANDARDS**

**Knowledge of:** Reading, writing and mathematics exceeding the 12<sup>th</sup> grade level; basic principles of child behavior and development; basic academic subjects taught in elementary and middle schools; basic instructional methods and techniques; classroom procedures and appropriate behavior; problems and concerns of students having special needs; basic record keeping techniques.

**Ability to:** Read, write and speak English proficiently; assist in instructing or assist in instructing readiness for reading, writing and mathematics in a classroom or assigned learning environment; reinforce instruction to individual or small groups of students in an assigned subject area as directed by the teacher; modify instruction techniques or methods to meet the needs of students; perform basic mathematical computations accurately; work cooperatively and effectively with teachers and follow their directions; work cooperatively with co-workers school staff, parents and others; motivate, encourage positive learning patterns, gain the cooperation of, and relate well to students as an adult role model; be especially patient, consistent, caring and understanding in approach to students; monitor students and provide behavioral support according to approved policies and procedures; remain calm in stressful situations; willingly perform hygienic and physical care duties as needed; serve as a positive language model for students; be flexible and able to adapt to changes in routine and duties; be organized and manage time effectively; maintain records and confidentiality; be reliable in attendance, punctuality, and follow-through; work with some independence and exercise initiative; perform routine clerical duties and learn to operate instructional and office equipment; maintain grooming and dress appropriate for the job duties and as an adult role model; learn instructional techniques rapidly and effectively; learn and apply basic first aid. Bilingual positions require the ability to speak, read, and write a designated language in addition to English.

**Essential Physical Activities and Work Environment:** Sufficient stamina to stand, walk, sit, kneel, squat, bend, crawl, twist and reach on a daily basis to perform various activities in a classroom and playground area; sufficient strength to occasionally lift, move and/or carry various items in the classroom up to 25 lbs; sufficient visual acuity to read text in a wide variety of typed/written formats and monitor student activities; hearing sufficient to understand normal conversations; clarity of speech sufficient to explain instructional concepts to children and discuss them with adults; finger dexterity sufficient to operate a variety of office equipment, write and grasp, push and pull various light objects and equipment in a classroom setting; sufficient mobility to visit classrooms and other locations on campus; sufficient strength to occasionally lift, move, and/or carry with or without assistance physically disabled students weighing up to 50 lbs and adjust, pull or push orthopedic equipment may be necessary for some positions in the class. Potential exposure to communicable diseases and contact with blood and other body fluids. Work is performed in primarily indoor environments but the necessity to go to different locations involves some exposure to the outdoor elements.

**Required Background:** Possession of a secondary school diploma or its recognized equivalent and one of the following: 1) completion of at least two years of study (minimum 48 semester hours) at an institution of higher education; 2) possession of an associate's (or higher) degree; or 3) passing a rigorous assessment that demonstrates the knowledge of, and the ability to assist in instructing, reading, writing, and mathematics at a level meeting State and Federal requirements.

Experience as an instructional assistant in a school district or equivalent paid or volunteer experience working with children with learning and/or physical disabilities.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.