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# Job Description

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<b>POSITION TITLE:</b>	<b>Instructional Assistant</b>	<b># 2235</b>
<b>SALARY PLACEMENT:</b>	<b>CSEA 1 Salary Schedule</b>	

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**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Equivalent of the completion of the twelfth grade. Demonstrated proficiency in basic reading, writing and math skills at a level required for high school seniors. Identified positions may require performance of job duties with bilingual/signing emphasis.

**DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

*Ability to adapt curriculum as needed under direction of teacher(s). Willingness to: perform routine and repetitive work to completion; participate in strenuous physical activity.*

**MINIMUM EXPERIENCE:**

No minimum experience requirement.

**DESIRABLE EXPERIENCE:**

Successful experience interacting with youth, preferably handicapped youth. Experience working in an instructional environment. Experience or education in the areas of child development.

**CREDENTIALS AND/OR SKILLS AND ABILITIES**

Be flexible and receptive to change.

**SUMMARY OF POSITION:**

Under direction of management personnel and certificated staff, assist certificated staff in the instruction, supervision and training of individuals or groups of students (average ages 1 1/2 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; may serve students with any or a combination of, the following conditions: mental retardation; severe physical/medical involvement; communication disorders (to include non-verbal); hearing/vision impairment; learning disorders; emotional disturbances; behavior disorders and to perform related duties as assigned. Instructional Assistant works closely with teacher and follows detailed instruction and/or established practices and procedures on most duties. Contact with others primarily includes students, COE employees, parents and other school district staff.

**ESSENTIAL FUNCTIONS:**

1. Assists in instruction including (but not limited to):
  - vocational skills - job and work related tasks
  - academics - reading, writing, math concepts
  - motor skills - physical education, body awareness
  - speech/language - communication skills
  - leisure/recreation - recess, games, outing, breaks
  - domestic skills - food preparation, housekeeping

- self help - toileting, feeding, personal hygiene, dressing, etiquette and manner
- 2. Maintains an effective learning environment through student supervision, class management, and student discipline.
- 3. Makes effective use of material, media, audio-visual, equipment and supplies.
- 4. Prepares instructional materials to include worksheets and manipulatives.
- 5. Performs a variety of clerical tasks, including typing; making copies; collating; gathering resource information/materials; filing; answering phones; taking and relaying messages; work processing; etc.
- 6. Contributes relevant feedback/information on student progress through observation, interaction and maintaining accurate records.
- 7. Participates in job related meetings as requested.
- 8. Maintains informational and operational records and files, including test/homework scores, student work, meal counts, incident reports and other records related to students' instruction.
- 9. Monitors and assists students in using adaptive devices, i.e., electric wheelchairs; hearing aids; speech synthesizers; cassette players, VCRs and various recreational equipment.
- 10. Maintains cooperative relationships with all parents/care providers, staff, and students.
- 11. Maintains strict confidentiality on all job-related matters.
- 12. Performs other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal classroom levels and outdoors and on the telephone.
5. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.
7. Physical capacity to lift, move, and position disabled persons up to age 22 whom may weigh 150 pounds or more.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, SJCOE staff, district office staff, and the public.