

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION IIA/BILINGUAL**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, and in the target language, assist a certificated teacher in providing instructional support and assistance to teachers and students assigned to a designated special education instructional program; perform a variety of support activities related to behavior management and classroom instruction of special education students; assist in the preparation of instructional materials and provide routine clerical support.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Work with identified special education students in general education classes or in specialized academic instructional environments in small groups and/or on an individual basis to provide target language instruction, reinforcement and follow up support in learning activities.

Provide target language instructional support and assistance to teachers and students assigned to a designated special education instructional program; tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects.

Observe students, collect data and assist in the supervision and modeling of appropriate student behavior through positive reinforcement strategies and implementation of a teacher designed behavior management system.

Accompany and assist students in mainstreamed and inclusive classes as assigned by the position; take notes for students as required; serve as a liaison between the special education and regular education teachers; escort students to and from restroom and classes as assigned.

Assist assigned teacher with the implementation of lesson plans; grade student tests and assignments; record grades; maintain student files as assigned; modify materials and explain instructions and words; assure student understanding of classroom activities and assignments.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, friendly attitude and general guidance in the target language.

Provide classroom support to the teacher by setting up work areas and displays, operating equipment, and distributing and collecting paper, supplies and materials.

Reinforce instruction to students with severe disabilities, language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of special education students; assist in the implementation of Individual Education Plans (IEPs) and related goals; assist students with meeting IEP goals and objectives.

Observe and control behavior of students in the classroom according to established policies and procedures; monitor and interact with students during outdoor, recess, lunch, physical education, recreational, group and other activities as assigned; assist teacher(s) on field trips; monitor and report progress regarding student performance and behavior.

Make minor adjustments on special equipment such as wheelchairs, crutches, braces, and other specialized equipment.

Administer medication and perform simple medical procedures under the direction of the nurse and with prior training by the nurse; provide routine first aid to students according to established procedures as assigned by the position.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials.

Operate a variety of classroom and office equipment such as copiers, overhead projectors, paper cutters, laminators, computers and assigned software.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean up after student meals as assigned; clean, set up, and set out toys and instructional materials.

Communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between teachers, parents, staff and others as required; translate notes, letters and other materials as needed.

Administer first aid and CPR as needed.

Attend assigned meetings, conferences and in-services.

Assist students with toileting, diaper changing, eating activities and personal hygiene such as hand washing, dressing, washing and grooming as assigned by the position; assist students with fine and gross motor skills as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices related to children with special education needs.

Problems and concerns of students with special needs.

Safe practices in classroom and playground activities.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.  
Correct target language usage, grammar, spelling, punctuation and vocabulary.  
Classroom procedures and appropriate student conduct.  
Operation of standard office and classroom equipment.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic record-keeping techniques.  
Basic positive behavior intervention strategies.  
First aid and CPR procedures.

**ABILITY TO:**

Assist with instruction and related activities in a special education classroom or assigned learning environment.  
Reinforce instruction to individual or small groups of special education students as directed by the teacher.  
Perform a variety of clerical duties including typing, filing and duplicating materials.  
Assist in the preparation of instructional materials and implementation of instructional activities.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Monitor, observe and report student behavior and progress according to approved policies and procedures.  
Understand and relate to children with special needs.  
Observe health and safety regulations.  
Maintain records and files.  
Operate standard office and classroom equipment including a computer and assigned software.  
Administer first aid and CPR.

**EDUCATION AND EXPERIENCE:**

Must pass District assessment verifying aptitude in the target language (Spanish or Japanese).  
Special Qualifications upon hire for positions at a school site pursuant to the “No Child Left Behind Act of 2001”:

- Complete at least two (2) years of study at an institution of higher education (college level) or forty-eight (48) semester units, including a math and an English class;

**OR**

- Obtained an associate’s (or higher) degree;

**OR**

- Pass an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics **OR** reading, writing and mathematics readiness.

One year of paid or volunteer experience working with school-age children desired.

**LICENSES AND OTHER REQUIREMENTS:**

Valid first aid and CPR certificate issued by an authorized agency.

Some positions in this classification may be required to translate oral and written communications between English and a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and playground environment.

**PHYSICAL DEMANDS:**

Ability to safely lift, carry, push and or pull weights up to 120 pounds with lifting devices, lifting belts or other accommodations, with frequent lifting and carrying of weights up to 25 pounds.

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Ability to reach above the shoulders.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

**NOTE:** Assignment to this classification is generally temporary and dependent upon Special Education Department needs.