



Classification Summary

1. The position assists the teacher in planning and instituting behavioral management programs and in providing services that enable the severely disabled the opportunity to benefit from education.
2. Performs instructional assistance to the teacher as well as a variety of tasks in support of preparation for the educational process. Duties may range from (incidentally required) toileting, feeding and personal hygiene guidance to (more emphasized) instructional program implementation and motor skills development.

Distinguishing Characteristics

This class is distinguished from other Instructional Assistant classes by the adaptation of student instruction to the specific needs of severely disabled students and the responsibilities involved in providing for their physical needs.

Supervisory Relationships

Works under the direct supervision of a classroom teacher and under the general supervision of the school administrator and Special Education Coordinator.

Examples of Duties

1. Confer with teacher and assist in preparation of lessons appropriate to level of instruction; review coverage and comprehension of subject matter and administer tests. Collect, sort and correct lessons and tests; record grades in ledger; redistribute to students; file classroom materials.
2. Monitor and supervise student engaged in activities initiated by the teacher. Record student progress and behavior; document areas in need of emphasis or reiteration. Tutor on a one-to-one or small group basis as necessary.
3. Compose and format homework assignments, charts, posters, memos, newsletters and other items as requested by the teacher. Maintain filing system for these materials.
4. Duplicate, collate, staple, punch, bind and otherwise prepare classroom materials using a current office technology and equipment (e.g., computer systems, fax, copiers, punching and binding machine, laminator, etc.)
5. Maintain an inventory of supplies; complete purchase orders for additional materials and stock shelves with new supplies.
6. Supervise students in classroom and hallways so that an orderly atmosphere is preserved; control aggressive behavior, settle disputes and otherwise encourage safe, well-mannered activity.
7. Assist students in boarding and exiting the school bus.
8. Assist students who are blind or deaf or who need help eating, exercising or moving; may assist in the correct placement of instructional materials so that students is to work comfortably.
9. May be required to hold a health card and administer medication including insulin. Assist students to brush teeth, wash hands, comb hair and perform other functions of personal hygiene.
10. Maintain cleanliness in the classroom; wash laundry and dishes.

Required Knowledge, Skills and Abilities

1. Ability to type, prepare classroom materials or artwork, operate standard office machinery, or perform other clerical duties.
2. Knowledge of math, grammar, language arts, social sciences, health, penmanship and reading principles.
3. Ability to work with and lead students in group or individual instructional activities. Ability to adapt standard educational curriculum to the specialized needs of severely disabled students.
4. Ability to present instructional material in a clear, sequenced manner while sensitive to the needs of students and their ability to comprehend.

5. Ability to handle physical care needs and respond to specialized health care requirements.
6. Ability to observe, interpret and record data involving the academic record and behavior of students.
7. Ability to deal with stress of working closely with severely disabled students. Dependability, adaptability, patience, consistency, high level of communication skills, and resourcefulness.
8. Ability to assess situations and act appropriately and with sound judgment for the safety and well-being of students and teacher.

Minimum Qualifications for Class Entry

1. High school diploma or equivalent.
2. Previous training, education or experience in instructional techniques and behavior management and modification with severely disabled students.
3. Previous training in basic clerical skills. Demonstrated ability to type.

Work Environment

The position works at an Elementary, Middle or High School in a Resource Room or Self-Contained classroom setting.