

Escondido Union High School District Job Description

Job Title: Instructional Assistant IV
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: 21
Approved By: Board of Education
Approved Date: 12/9/2014

NATURE OF WORK:

Performs any combination of the following paraprofessional tasks in high school special education classroom to assist teaching staff by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Implements teacher's plans by assisting students, individually or in groups, with lesson assignments to present or reinforce learning concepts.

Provide instructional assistance to individuals or groups of students in regular education programs, special education programs, mainstream settings, computer labs, physical education periods, library activities or other activities as assigned.

Assists in the administration of various tests.

Assists in assembling and mailing information to parents and the District Service Center.

Prepares, copies and assembles instructional materials for use in lessons.

Prepares bulletin boards and other materials aimed at creating a pleasant learning environment.

Supervises classroom activities as assigned by teacher.

Assists with maintaining IEP records and files; attend and participate in IEP meetings as required; contact parents as directed or required.

Perform a variety of clerical duties such as preparing and duplicating instructional materials, scoring papers and recording grades; maintain records including attendance, grades and test scores as assigned; maintain the confidentiality of records and information related to students and parents.

Provides assistance to students with eating, medical assistance technology and personal hygiene such as suctioning of tracheostomy tubes, gastrostomy tube feedings, nebulizer treatments, catheters, and changing ostomy/colostomy bags, using appropriate gloves and other safety equipment. Receives District provided special training in medical assistance.

Attend to student's personal hygiene needs; change undergarments.

Assists students with physical therapy motion.

Lifts students from wheelchairs.

Assists students having seizures.

Provides constant awareness of each student's well-being.

Supervises classroom activities as assigned by teacher.

Maintains attendance records.

Maintains clean and sanitary environment, using disinfectants and other chemicals to appropriately clean up spills and accidents.

May be required to ride bus routes and attend field trips to assist with student supervision.

*Instructional Assistant IV positions at the District Transition Program work with Workability Job Coaches and Job Developers. They may transport and/or accompany students to job sites as an extension of their duties. Must possess a valid California Drivers License.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Some post secondary education in classes such as psychology, child development, or others that would adequately prepare an individual to work with severely handicapped high school students, or four years experience working in a facility or with adolescents who are severely handicapped.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License

Current CPR/First Aid Certification

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to special education students; problems and concerns of students with special needs; basic subjects taught in District schools, including math, grammar, spelling, language and reading; safe practices in classroom activities; basic instructional methods and techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; basic record-keeping techniques including computer applications; classroom procedures and appropriate student conduct.

ABILITY TO:

Assist with instruction and related activities in an assigned special education program; reinforce instruction to students with learning disabilities, language, communication and behavioral problems; perform clerical duties such as filing, duplicating and maintaining records; print and

write legibly; add, subtract, multiply and divide quickly and accurately; understand and follow oral and written directions; communicate effectively with students and adults; establish and maintain cooperative and effective working relationships with others; respond appropriately to frustrations exhibited by students, to be able to determine the appropriate expectations for the student to help them achieve their full potential for learning; understand and appreciate various cultures, and be sensitive to students with severe physical and/or mental handicaps; work confidentially with discretion; communicate effectively both orally and in writing; supervise and discipline students according to approved policies and procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds with assistance and occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

COMMENTS

The individual assigned to this position will work with severely handicapped students and must demonstrate patience, sensitivity and an ability to assist students who have been identified as having severe educational needs. As an employee of the Escondido Union High School District, this individual must present a professional, helpful and caring attitude, and must model the behavior expected of students and must be willing to provide paraprofessional assistance to the assigned teacher and physical assistance to students.