



JOB TITLE: INSTRUCTIONAL ASSISTANT EXTENSIVE SUPPORT NEEDS

DEFINITION:

Under the general supervision of a certificated administrator and direction of a teacher, to assist in providing instruction to individual or groups of students with disabilities and require extensive support.

ESSENTIAL FUNCTIONS:

- Provide services directly to students with IEPs by assisting with their learning assignments and meeting the needs of each student.
- Consult with and receive instruction from certificated staff or specialists related to the needs of students with IEPs. This may include: planning and scheduling activities, instructional goals and objectives, student progress, and pertinent health or behavior plans.
- Assists with supervision of classroom, outdoor playground, and field trip activities to direct students into safe activities and relations.
- Assist certificated teachers in the implementation of an alternative curriculum specifically designed for students with extensive support needs.
- Assist teachers with implementation of student's Individualized Education Program (IEP) including goals related to functional skills, adaptive and self-help, social, recreational, behavioral and communication.
- Guides students or provides an example in a variety of areas: physical development and fitness, communication, personal hygiene, academic learning, vocational skills, and is often assigned to do more in-depth work in one of these areas.
- Assists teacher in establishing and maintaining a clean, safe, and engaging classroom and learning environment.
- Assists teacher with the modification and maintenance of appropriate standards of behavior for students.
- Assists lifting of students in and out of wheelchairs, braces, and other orthopedic equipment.
- Assists staff member in positioning students and in rendering various forms of personal care such as toileting and diapering, when necessary; assists pupils in dressing, undressing, bathing and grooming as needed.
- Assists students to learn through the use of computers and other teaching aides.
- Helps students to be self-reliant, and relate to individuals and groups within the school community.
- Works with students individually or in small groups to tutor, reinforce, or follow up on learning activities.
- May administer first aid.
- Under the direction of the school administrator, and the procedure observed by a certificated school staff member, assists students with taking medication.
- Accompanies and assists certificated personnel during the transporting and instructing of students in off-campus or community-based settings.
- May ride with students on the bus which transports the students to and from school.
- May pick up breakfast and/or lunches from a nearby area school lunch room.
- Prepares lunch trays and, under direction of certificated staff, feeds students unable to feed themselves.
- Attends inservice and staff meetings as required.
- Perform routine clerical tasks, operates duplicating machines, assembles material for classroom projects, prepare materials, and perform incidental typing tasks.
- Maintains confidentiality of student records in accordance with legal requirements and policies.
- Communicate with certificated teachers and administrators on student progress and incidents.
- Work effectively and maintain a professional rapport with staff, students, and other staff members.
- Performs other related duties as needed.



Secondary Functions:

- All duties assigned are considered essential.

EXPERIENCE AND EDUCATION:

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 Experience:

Any combination equivalent to graduation from high school and one year experience providing related health care services.

Licenses and other Requirements:

Valid first aid certificate and CPR certificate or immediate enrollment in approved first aid/CPR training program is required.

Mental Demands:

Language Skills:

Ability to read and interpret textbooks and documents such as curriculum guides, instructional procedure manuals; communicate effectively orally and in writing using correct English usage, grammar, spelling, punctuation and vocabulary.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; make mathematical calculations quickly and accurately.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal effectively with problems involving several elements in irregular situations; develop instructional materials for disabled students; effectively apply specific rules, policies and procedures of the program and function to which assigned; recognize the scope and limits of assignment.

Other Skills and Abilities:

Demonstrate knowledge of:

Practical learning patterns of behavior.

Basis characteristics of human behavior.

Elementary concepts of child development and behavior.

Basic communication skills.

Reading, speaking, and writing in English.

Personal hygiene practices.

Basic math skills.

Demonstrate ability to:

Communicate with students and staff and motivate students to participate in learning activities.

Maintain emotional control under difficult situations and effectively react to emergencies.

Learn and adapt to new procedures and conditions, and learn to tutor students in any subject matter or to work with students who have special learning needs.

Establish and maintain an effective working relationship with pupils and staff.

Recognize and report safety hazards.



Learn laws, rules, practices, and procedures related to public education for students and related to the program to which assigned.

Perform routine clerical work such as incidental typing, sorting, measuring, cutting, filing, and duplicating.

Communicate effectively, both orally and in writing.

Assist in the supervision of students in the classroom and out of doors.

PHYSICAL REQUIREMENTS:

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 individual with disabilities to perform the essential functions.

Body Movement:

Regular Activities: sit or stand for long periods of time; use hands and fingers to write, assist students, push wheelchairs, handle controls or operate audio-visual or other equipment or pass out instructional materials; reach with hands and arms; bend, stoop, kneel or crouch to work with students; speak clearly and distinctly to communicate with others; and hear sufficiently to understand voices over telephone and in person. Employees in this classification are frequently required to walk in other classrooms or offices on the school premises to monitor students, conduct work or to pick up/deliver materials. They must be able to carry up to 50 pounds and push and pull objects weighing up to 100 pounds.

Lifting Requirements:

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 50 pounds. Some employees in this class occasionally may assist in lifting students in and out of wheelchairs.

Vision Requirements:

Ability to see clearly at 20 inches or less to assist students with class work; see clearly up to 30 feet to monitor students in the classroom or on the school grounds; identify and distinguish colors; and adjust the eye to bring an object into sharp 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.

Position Environment:

The work is typically performed in a special education learning environment. Employees may be assigned to accompany integrated students to other classes as assigned or work 1:1 with a student. The work environment is moderately noisy.

Exposures, Risk and Hazards:

While performing the duties of this classification, an employee is exposed to communicable diseases which normally affect school-aged children.

Adopted by the Governing Board: 12/12/23



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER