DEFINITION - Under general supervision, to perform a variety of instructional support duties involved in providing instructional assistance to individuals or small groups of students in various special education programs and to perform a variety of clerical duties as assigned.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Assist certificated teaching staff with the development and preparation of instructional materials for students.
- Assist certificated teaching staff with the presentation of learning materials and instructional exercises for students; assist teaching staff in the conduct of lessons and other classroom activities; prepare for and assist with various classroom projects.
- Assist students with academic and social skills and the achievement of goals; reinforce instruction to individuals or small groups in a variety of subjects; develop creative methods and techniques for working with students within the suggested framework of the teacher; review plans with the teacher to ensure correct teaching techniques are being utilized for each student.
- At the direction of the teacher, assist in evaluating student progress in a wide variety of skills; assist in administering placement, vocational and competency tests; correct papers; report progress regarding student performance and behavior to the teacher.
- Monitor and assist students during classroom, outdoor, or community activities and assure the continuance of classroom activities and discipline when the teacher is absent from the room.
- May work with orthopedically or physically handicapped students, including taking care of individual physical health care needs.
- Learn student specific specialized health care procedures. May perform specialized health care procedures as needed; including, but not limited to:
  - Gastrostomy tube feeding (tube to syringe method).
  - Gastrostomy tube feeding (slow drip method).
  - Measure and administer medications via oral, rectal, and gastrostomy tube routes.
  - Suctioning (oro-nasal).
  - Nebulizer (breathing treatments).
- Assist and train student in the maintenance of personal needs including eating, personal hygiene and dressing appropriately.
- Assist students with basic physical movement; work with students on the prone board and in the swimming pool; work with students to develop motor coordination.
- Provide physical assistance to students who cannot care for themselves, including feeding, diapering, turning and physical movement.
- Provide physical lifting when performing duties such as changing diapers, posturing students and dealing with discipline problems in the classroom.
- Under the direction of the classroom teacher, teach and assist students in behavior management by establishing a positive rapport with students to help build self-esteem and interpersonal skills through one to one and/or small group interaction.
- Perform a variety of clerical duties, including recording information, compiling and maintaining records and files, preparing reports, operating standard office machines and assembling packets and materials for students.
- Provide support to the teacher by setting up work areas, displays, bulletin boards, and exhibits, operating audiovisual equipment and educational training equipment, distributing and collecting papers and supplies; assist in maintaining a neat, orderly and attractive learning environment.
- Communicate all matters of importance to teachers and specialists; communicate important information to parents when so directed by the teacher.
- Assist teaching staff in assessing programs and materials to meet the needs of the children; collect, assemble and distribute learning materials, supplies, equipment and other resource materials; order instructional material and aids when necessary.
- Attend and participate in staff and parent meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Perform other related duties as assigned.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
- Reading, language development, and mathematics equivalent to high school competencies.
- Basic subjects taught in schools.
- English usage, spelling, grammar and punctuation.
- Basic clerical procedures.
- Simple record keeping procedures.
- General needs, learning styles and behavior of children.
- General methods of education and tutoring.
- Basic child development theory and principles.
- Basic techniques to motivate students and manage student behavior.
- Safe work practices.

Skill to:
- Operate equipment used as educational aids.
- Operate modern office equipment.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Read, write and understand the English language.
- Communicate clearly and concisely, both orally and in writing.

Ability to:
- Learn the procedures and functions necessary to perform assigned duties.
- Learn instructional terminology, program philosophies, concepts, materials, methods and procedures.
- Learn child guidance principles and practices.
- Effectively direct the work of individual students and groups of students.
- Recognize potential of students and encourage their participation in educational programs and activities.
- Assist with the instructional and related activities of the assigned learning environment.
- Support the assigned teacher's style of classroom management.
- Supervise and discipline students according to approved policies and procedures.
- Perform clerical duties, including filing and duplicating.
- Maintain accurate records.
- Maintain confidentiality of student and school information.
- Demonstrate an understanding, patient and receptive attitude toward children.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
- Some experience working in an organized education or childcare setting.

Training:
- Equivalent to the completion of the twelfth grade. Supplemental specialized training in child development, education or a related field is desirable.

License/Certificate:
- Pass the District Competency Test for Instructional Assistants/Paraprofessionals.
- May require current First Aid and CPR certification.

Special Requirements:
Essential duties require the following physical skills and work environment:
- Please refer to the Job Analysis.