

# **SWEETWATER UNION HIGH SCHOOL DISTRICT**

## **CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide 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; perform a variety of clerical support duties related to classroom and program activities.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Provide 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; read age-appropriate stories to students as assigned.

Assist the teacher with the development, implementation and presentation of lesson plans; monitor and oversee student drills, practices and assignments in various subjects.

Assist with implementing and monitoring Individual Education Plans as assigned; confer with teachers and other personnel concerning programs and materials to meet the individual needs of special education students.

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, scoring papers and recording grades; prepare and maintain student records and files as necessary.

Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; report progress regarding student performance and behavior; communicate with teachers and administrators regarding student performance and behavior as necessary.

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

Assist students in completing classroom assignments, homework and projects; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assist students with developing social and communication skills as directed.

Escort students to and from assigned destinations; accompany students on fieldtrips and during outdoor activities.

Operate a variety of office and classroom equipment including a copier, laminator, calculator, computer and assigned software.

#### **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.

Basic subjects taught in District schools including mathematics, reading, writing, grammar and spelling.

Safe practices in indoor and outdoor activities.

Classroom procedures and appropriate student conduct.  
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.  
Operation of standard office and classroom equipment including a computer and assigned software.

**ABILITY TO:**

Provide 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.  
Perform a variety of clerical support duties related to classroom and program activities.  
Monitor, observe and report student behavior and progress according to approved policies and procedures.  
Reinforce instruction to individual or small groups of students as directed by the teacher.  
Understand and relate to children with special needs.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Understand and follow oral and written instructions.  
Operate standard office and classroom equipment including a computer and assigned software.  
Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of experience working with children with special education needs in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents in this class are required to pass a basic skills proficiency exam or have completed 48 hours of college credits.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and outdoor environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Seeing to read a variety of materials and monitor student activities.  
Hearing and speaking to exchange information.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*