

## **INSTRUCTIONAL ASSISTANT - ADULT TRANSITION**

### DEFINITION

Under general supervision of the principal, or as directed by a certificated employee, to provide a variety of supportive tasks in vocational training and supported employment services to students with Special Education needs, to assist in performing instructional activities, to provide a variety of clerical and supportive tasks for teachers, and to do related work as required.

### EXAMPLES OF DUTIES

Provide support and assistance to students with Special Education needs for training, placement, and maintenance of jobs, including mobility and vocational training (i.e. use of public transportation); interface with employers, care providers and others concerning job training and performance; observe and supervise students at the worksite; record behavior patterns and develop appropriate techniques to reinforce acceptable behavior at the work site; assist students at the worksite, as needed, in learning new techniques for performing tasks; provide teacher support in the classroom, monitor and assist students after instruction has been given by the teacher; oversee and supervise students during classroom activities and on community-based-instruction (CBI) trips and activities; assist in teaching of manual activities including preparing and serving foods, dishwashing, and housekeeping; operate and assist students in the operation of a variety of instructional technology; may assist with body-care needs; control volatile students as needed; may administer medications; operate a variety of classroom and office equipment; keep records and perform clerical tasks as required; attend required meetings and in-services and may travel to several sites..

### QUALIFICATIONS

#### Knowledge of

Behavior and characteristics of students with Special Education needs; supervision and motivation of students with Special Education needs; correct oral and written usage of English, spelling, and simple arithmetical calculations; vocational and habilitation job training principals and practices; routine recordkeeping; and computer operations.

#### Ability to

Work with students with Special Education needs; demonstrate understanding, patient warm and receptive attitude toward students; to provide basic life skills training; follow procedures concerning development and implementation of supported employment opportunities; compile and maintain accurate records and reports; perform routine clerical work, using computer and office machines; make arithmetical calculations; understand and carry out oral and written directions; pass required mathematics, reading, and writing proficiency examination; or have two years of college (48 units) or an A.A. degree (or higher); or have passed the CBEST; establish and maintain cooperative working relationships with students, co-workers, parents, and employers; work independently; assist students in

wheelchairs, walkers and other assistive devices ; and travel to various sites in personal vehicle.

Experience

One year of experience as an instructional aide, preferably with Students with Special Education needs, which has provided the applicant with the knowledge and abilities listed above. Experience involving contact with the public highly desired.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. May be required to lift at least 50 pounds alone or more with assistance and move students on and off a bus, in the classroom, during outside activities as necessary. Push or assist students using wheelchairs, walkers, or other mobility devices. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds. May work at more than one site.

Licenses

Possession of a valid and appropriate California Driver's License required.  
Possession of First Aid and CPR card, if required.