

INSTRUCTIONAL ASSISTANT – MODERATE/SEVERE

DEFINITION

Under supervision of the principal, and as directed by a certificated employee, assists in the physical care and instructional activities of severely handicapped students, and does related work as required.

EXAMPLES OF DUTIES

Assist in the supervision and motivation, body-care needs (i.e. toileting, diapering), and training of severely handicapped students; work with students individually and in small groups, tutoring or reinforcing instruction in academic, physical education, or vocational subject areas, or in personal and self-care matters; assist in implementing preventative behavior plans/behavior intervention plans as needed; control volatile students physically as needed. Assist teachers in the construction and development of instructional materials and equipment and in the presentation of learning materials; assist in teaching of manual activities including preparing and serving foods, dishwashing, and housekeeping; perform routine clerical duties in support of classroom activities; operate a variety of classroom and office equipment use positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavioral strategies; supervise students during instructional activities, recess periods and may provide supervision of students during community-based-instruction or related activities; may provide vocational and mobility training; maintain student records and files; assist in maintaining a neat, orderly and attractive classroom; operate and assist students in the operation of a variety of instructional technology; implement individual learning prescriptions prepared by teachers; may administer medications.

This position may also be required to perform specialized health care procedures following specific protocols. A stipend may be paid for performing specialized health care procedures and CPR is required.

QUALIFICATIONS

Knowledge of

Behavior and characteristics of severely handicapped students; supervision and motivation of handicapped students; correct oral and written usage of English; math, reading and composition skills; and routine record keeping.

Ability to

Learn and utilize methods and procedures to be followed in instructional settings; perform simple clerical work; make arithmetical calculations; understand and carry out oral and written instructions; plan and organize work; 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; assist children in wheelchairs, walkers, and other assistive devices.

Experience

Some special education experience desirable, preferably in the area of developmentally disabled.

Education

Equivalent to the completion of the twelfth grade.

Gender

Gender is a bonafide occupational qualification for this classification and will be applied when there are individual student needs for personal bodily care or specialized health care procedures.

Physical Performance Requirements

Frequent, sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. May be required to correctly lift at least 50 pounds alone or more with assistance and move students on and off a school bus, in a classroom, and 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 of up to 20 pounds occasionally involved.

Licenses

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

Board Approved: June 28, 1978

Revised: March 8, 1982

Revised: June 11, 1991

Revised: May 11, 1999

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