

## **VISTA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT II – (CH/LH/RSP)**

#### **DEFINITION:**

Under the direction or collaboration with an assigned Supervisor, assist a special education Teacher or Specialist in providing instruction and assistance to individuals or small groups of students with special learning challenges, including but not limited to learning and/or mild to moderate disabilities, in an RSP, Special Day Class (SDC) or designated instructional services (DIS) classroom and learning environment; monitor and report student progress regarding behavior and performance; prepare instructional materials and perform a variety of clerical duties as assigned.

#### **ESSENTIAL DUTIES**

Assist instructional personnel in providing instruction and assistance to individuals/small groups of students with learning and/or mild to moderate disabilities, including but not limited to the speech, hearing or visually impaired in an RSP, SDC, SED or SH class; monitor and control LH/CH students out in the community.

Attend and assist lower-functioning students in a mainstreamed classroom; reinforce instruction as directed by the Instructor or Specialist and assist with the presentation of learning materials and instructional exercises.

Tutor or drill students individually or in groups, following lesson plans and designed IEP's or SPs, in a variety of academic subjects to explain and/or reinforce learning concepts; explain errors and answer questions; use games, skits, puppets and other instructional activities to reinforce the main lesson plan.

Assist students with special learning challenges receiving vocational training; prepare work area and inspect work for accuracy.

Observe and control behavior of students in and out of the classroom according to approved procedures; report progress regarding student performance and behavior; provide input and assist instructors with determining student advancement through established learning programs.

Provide support to a Teacher or Specialist by setting up work areas/displays, assisting in administering tests, preparing instructional, motivational/decorative materials; assist with classroom clean up and sanitation; assist in teaching computer skills at various levels.

Assist, administer, correct and record tests, papers, essays and homework assignments as directed; prepare homework packets as assigned; record role and call students and parents to follow up on students absences as assigned by the teacher.

Confer, as needed, with Teachers or Specialists concerning programs and materials to meet the academic and communication needs of assigned special education students; arrange for guest speakers and field trips as assigned.

Supervise students according to program guidelines on the playground or field trips as assigned; assure the continuance of classroom activities and assist in shaping of appropriate social behaviors when the teacher is absent from the room.

**INSTRUCTIONAL ASSISTANT II - (CH/LH/RSP)**

Perform a variety of clerical duties such as maintaining accurate recordkeeping of students achievements, daily work, homework, grades and attendance; maintain confidentiality of student records in accordance with legal requirements and policies.

Operate office machines, including computer, copier, fax machine, laminator, tape recorder, VCR and typewriter; operate audio-visual equipment.

Assist students by providing a proper role model, emotional support, patience, and friendly attitude and general guidance.

Assure the health and safety of students by following health/safety practices and procedures; assist in maintaining a clean/orderly classroom environment; provide basic First Aid and comfort to students as needed.

Provide instruction, information and assistant to substitute Instructors and parent volunteers as assigned; participate in meetings, conferences and inservice training as assigned; provide input to IEP meetings and to parents.

Other related duties as assigned.

**QUALIFICATIONS**

Knowledge of:

Child guidance principles and practices, especially as they relate to children/adolescence with learning disabilities.

Knowledge of subjects taught at elementary, middle and high schools.

Basic child development processes and stages.

Basic principles and techniques of discipline and behavior modification.

District and classroom regulations, policies and objectives applicable to assigned programs.

Classroom procedures and conduct.

Basic instructional techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Safe practices in classroom and playground activities.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Recordkeeping techniques.

Health and safety regulations.

Ability to:

Assist certificated staff in providing patient instruction to individuals or small groups of special education students in a classroom or other learning environment.

Provide patient, sensitive, gentle and tactful assistance to students with special educational and other needs.

Learn the methods, procedures, functions and limitations of assigned duties.

Read, follow, explain and enforce rules, regulations, policies and procedures.  
Observe and control student behavior according to policies/procedures.  
Maintain confidentiality of student and school information.  
Perform clerical duties such as filing, typing, duplicating and maintaining records.  
Communicate effectively with students and adults both orally and in writing.  
Establish and maintain effective relationships with students, parents, staff, volunteers and the public, including members of the ethnic communities.  
Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.  
Work independently with little direction.  
Maintain a clean, safe and orderly classroom learning environment.  
Operate a District vehicle observing legal and defensive driving practices.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this classification will exert 20 pounds of force frequently to lift, carry, push, pull or move objects.  
Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, work with various materials and objects that are important aspects of this job.

**EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and abilities listed above. A typical way to obtain the required knowledge and skills would be:

Education:

High school graduation supplemented by training or course work in child growth and development, special education, instructional technology or a closely related field.

Experience:

One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment.

**LICENSES AND OTHER REQUIREMENTS**

Valid California Driver's License

**WORKING CONDITIONS**

Special education learning environment, including mainstreamed classrooms and field environment; subject to anti-social and assaultive behavior and language.

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