

VISTA UNIFIED SCHOOL DISTRICT

**LEAD SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT**

**DEFINITION**

Under general supervision of the Executive Director Special Education, or designee, to assist in coordinating training and modeling appropriate behavior for the instructional assistants that are providing the care, instruction, and training of students identified on an individualized education plan; perform a variety of supporting activities for instructional and related services. Model the District's vision, mission and values in actions and attitude.

**ESSENTIAL DUTIES**

At the direction of the supervisor plan, coordinate and implement training programs for instructional assistants working in the special education environment. E

In collaboration with district support providers model and train instructional assistants to provide academic, vocational, medical and social instructional services to individuals identified with an Individualized Education Plan. E

Model and mentor instructional assistants as they provide assistance to students during classroom activities, lunch, physical education periods and various other activities as directed; model in appropriate social and academic behavior; assist in mainstreaming special education students into the academic programs. E

Provide assistance to students and other instructional assistants in learning environments both on and off campus as needed. E

Communicate with supervisor regarding observations about efficiency and other concerns while out in the instructional environment. E

Communicate to instructional assistants, on at least a quarterly basis, about general information and professional development opportunities that are available via a variety of mediums (i.e. MyBigCampus, Google share docs, trainings) in order to enhance their ability to provide services to the students. E

Model appropriate methods and train others in a variety of clerical duties such as maintaining accurate recordkeeping of students achievements, employment pay records, maintain lunch, attendance, toileting, academic progression and behavior modification charts (per the Individualized Education Plan), filing, taking attendance and copying; accessing the district electronic communication tools (i.e. email and MyBigCampus). E

Model and communicate the importance of maintaining confidentiality of student records in accordance with legal requirements and policies. E

Operate office machines, including, but not limited to, computer, copier, laminator, recording devices, VCR and audiovisual equipment, adapted communicative devices and other assisted technology. E

Other related duties as assigned.

## **QUALIFICATIONS**

Knowledge of:

District's mission, vision, and values;

Basic concepts of growth and development and developmental behavior characteristics of special needs students;

Behavior management, strategies and techniques, and reinforcement methods;

Basic first aid, CPR and emergency treatment procedures;

Diseases and disabilities commonly afflicting the special education population;

Proper use and positioning of specialized equipment and apparatus used for students with special needs;

Methods, techniques, and procedures for lifting, moving and positioning students;

Safe practices in classroom and playground activities; health and safety regulations;

Interpersonal skills using tact, patience and courtesy;

Assertive and assaultive behavior protection and basic self defense methods;

Appropriate English usage, punctuation, spelling, and grammar;

Basic arithmetical concepts;

Record management, storage and retrieval procedures.

Ability to:

Lead others by modeling excellence in actions, judgment and behaviors;

Demonstrate and understanding, patient, and receptive attitude toward the students with

Individualized Education Plans;

Appropriately manage student behavior and guide students with Individualized Education Plans toward more acceptable social behaviors;

Assist students in developing independence and self-help skills, including hygiene, eating, social, community, vocational and leisure/recreational skills;

Communicate effectively in oral and written form;

Perform routine clerical skills and operate a variety of educationally related office machines and equipment;

Learn to utilize a variety of instructional materials and procedures to enhance the training of instructional assistants;

Maintain confidentiality of student and school information;

Learn the procedures, functions and limitations of assigned duties;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships;

Lift objects weighing up to 60 pounds;

Operate a District or personal vehicle observing legal and defensive driving practices;

Administer first aid.

## **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 60 to 70 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, and possessing the manual dexterity to

operate business related equipment and to handle and work with various materials and objects are important aspects of this job. Must have a full range of motion in the upper extremities.

## **EDUCATION AND EXPERIENCE**

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

### **Education:**

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

Possession of a secondary school diploma or its recognized equivalent and one of the following: 1) completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; 2) possession of an associate's (or higher) degree; or 3) pass a rigorous District-administered assessment that demonstrates the knowledge and ability to assist in instructing, reading, writing, and math, at a level meeting State and Federal requirements.

Coursework in special education is highly desirable.

### **Experience:**

Two years of fulltime equivalent paid or volunteer experience working with school-age children, with special needs, in an organized setting. Formal training in student behavior management for aggressive situations.

## **LICENSES AND OTHER REQUIREMENTS**

Valid California Driver's License

Valid CPR Certificate

Valid First Aid Certificate

## **WORKING CONDITIONS**

Classroom, college and community environment; subject to lifting, positioning, moving and restraining students, ages up to 22 years; subject to anti-social and assaultive behavior and language; subject to exposure to communicable or infectious diseases, emergency medical situations; subject to transporting work crews to job sites via public transportation or in District vehicles.

## **CONDITION OF EMPLOYMENT**

Insurability by the District's liability insurance carrier.

Adopted by Personnel Commission: April 8, 2014