

## VISTA UNIFIED SCHOOL DISTRICT

### CLASS TITLE: INSTRUCTIONAL ASSISTANT II- TRANSITION PROGRAM

#### BASIC FUNCTION:

Under the direction of elementary school Principal, assist the Transition classroom Teacher in providing instruction and assistance to individuals and small groups of students assigned to a transition classroom for the modification of severe behavior disorders and difficulties; prepare instructional materials and perform a variety of routine clerical duties as assigned.

#### REPRESENTATIVE DUTIES:

Assist the Transition classroom Teacher in providing instruction and assistance to individuals and small groups of students assigned to a Transition Program classroom for behavioral reasons.

Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction as directed by the Teacher; assist students in their understanding and comprehension of reading, writing, language arts, math and social studies, performing remedial exercises and other basic instruction as required.

Assist with behavior modification and discipline reinforcement of students exhibiting difficulty adapting to socially-acceptable behavior and discipline; report progress regarding student performance and behavior as required; provide input and assist instructors with determining student advancement through established learning programs.

Attend, observe and monitor transition program students during lunch, recess and playground times.

Co-lead counseling groups with students; discuss thoughts, feelings and behavior with the children.

Prepare and maintain various records and reports regarding the Transition Program, including behavior, homework, grades and attendance records.

Monitor completion of work and correct assigned work; provide feedback to appropriate students; provide instruction and assistance as appropriate.

Provide feedback to Teacher concerning completed class work and comprehension of subject material; provide feedback regarding student behavior and performance to the Administrator; refer behavior problems to the appropriate Administrator.

Confer as needed with Counselors concerning student problems.

Assist in the preparation of materials for classroom use as directed by the Teacher; prepare flash cards to assist student learning comprehension.

Administer, correct and record tests, papers, essays and homework assignments as directed; prepare homework packets as assigned; call students and parents to follow up on absences as assigned.

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

Assure the health and safety of students by following health and safety practices and procedures; provide immediate basic First Aid and comfort to students as needed.

Organize and maintain files of instructional materials for student use as needed; assist in school office and perform a variety of clerical duties.

Attend parent meetings and in-service training as required.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Behavior tendencies of behavior disordered children.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

Basic instructional techniques.

School and classroom rules, procedures and practices.

Policies and objectives of assigned program and activities.

Child guidance principles and practices.

Safe practices in classroom activities.

Appropriate rules, methods and techniques in maintaining a disciplined environment.

Methods of organizing and maintaining files of instructional materials.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

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

**ABILITY TO:**

Assist in providing instruction and assistance to individuals and small groups of students assigned to a transition classroom for the modification of severe behavior disorders and difficulties.

Assist in providing patient, loving, flexible, assertive instruction to individuals or small groups of students in a transition classroom learning environment.

Assist with the instructional and related activities of the assigned learning environment.

Observe and control student behavior according to approved policies and procedures.

Learn and apply Transition Program policies and procedures.

Supervise students with severe behavioral problems.  
Establish and maintain effective relationships with students, parents and staff.  
Prepare instructional materials and perform a variety of routine clerical duties.  
Read, follow, explain and enforce rules, regulations, policies and procedures.  
Perform clerical duties such as filing, typing, duplicating and maintaining records related to the instructional program.  
Maintain a clean, safe and orderly classroom learning environment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience working with students in an organized instructional environment, including some experience working with children experiencing behavioral difficulties.

**WORKING CONDITIONS:**

Transition classroom environment.