

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of an administrator assist a certificated teacher or specialist in providing instruction to individuals or small groups of students with a variety of mental, emotional and physical handicaps in a special education learning environment; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

Tutor individuals or small groups of students, reinforcing instruction as directed by the teachers.

Prepare lessons as directed by the teacher; may administer and score a variety of tests.

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.

Assist the instructional staff in supervising students inside and outside the classroom as assigned.

Perform a variety of clerical duties such as preparing instructional materials, scoring papers, recording grades, maintaining records and files and typing and duplicating classroom materials and order supplies as needed.

Provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.

Confer with teachers concerning programs and materials to meet student needs.

Assist students by providing proper examples, emotional support and general guidance in the school setting.

Assist certificated personnel to protect the health and safety of students by following health and safety practices and procedures.

Direct group activities of students as assigned.

Participate in meetings and in-service training programs as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to students with various mental, emotional and physical handicaps.

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

Safe practices in classroom and playground activities.

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

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

ABILITY TO:

Assist with the instructional and related activities of a special education learning environment.

Demonstrate an understanding, patient and receptive attitude toward children with special needs.

Perform clerical duties such as filing, duplicating and maintaining simple records.

Print and write legibly.

Learn the procedures, functions and limitation of assigned duties.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively orally and in writing with children and adults.

Learn and follow rules, regulations, policies and procedures.

Work cooperatively and effectively with others.

Work confidentially with discretion.

Supervise and discipline students according to approved policies and procedures.

Operate a variety of instructional and office equipment.

Enlist the support, interest and participation of students.

Work independently with little direction.

Provide instruction and discipline to students according to approved District policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with school age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.

WORKING CONDITIONS:

Special education learning environment; subject to bending, lifting and restraining children as needed to prevent them from harming themselves or others and working with children with various mental, emotional and physical handicaps; subject to exposure to communicable diseases.