

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-DHH

BASIC FUNCTION:

Under the supervision of an administrator and direction of a certificated teacher or specialist, uses manual communication 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.

Uses manual communication continuously while performing tasks.

Translates oral or written English into manual communication.

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

Assists pupils in learning oral speech patterns by helping them produce sounds, words, and sentences.

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, written and manual communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

ABILITY TO:

Utilize sign language at a basic level sufficient to communicate with students.

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

Communicate and interpret using manual communication (sign language).

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, written, and manual directions.

Communicate effectively orally, in writing, and manually 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 policy and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, one year experience working with school age children in an organized setting, and one year of college level training, or paid or volunteer experience working with people, preferably children, who can be communicated with only by manual communication.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.
Successful completion of District Manual Communication (Sign Language) proficiency examinations.

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.