



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Instructional Assistant I – Special Education	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5002 Hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 32

BASIC FUNCTION:

Under the direction of a certificated administrator, assist certificated teachers and/or other service providers in reinforcing instruction to individual or small groups of students with special needs; assist in the preparation of instructional materials and implementation of Individual Education Programs; provide routine clerical duties in support of educational program.

DISTINGUISHING CHARACTERISTICS:

Instructional Assistant I-Special Education incumbents provide instructional support to students classified with mild to moderate learning and/or emotional disabilities.

Instructional Assistant II-Special Education incumbents provide instructional support, health and hygiene services and behavior modifications to students classified with mild to moderate or moderate to severe learning and/or emotional disabilities. Incumbents in this class may be trained in specialized health care procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist instructional staff and/or other service providers in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitor and reinforce student drills, practices and assignments in various subjects; assist instructional staff and/or other service providers with the implementation of Individual Education Programs
- Assist students in completing classroom assignments, homework and projects in various subject areas; ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, positive attitude and general guidance; confer with instructional staff and/or other service providers concerning adapting lesson plans and materials to meet student needs
- Assist students with usage of computer and software as appropriate
- Perform routine clerical duties in support of educational activities such as preparing, keyboarding, duplicating and filing instructional materials; distribute and collect student assignments, documents and various forms

- Reinforce concepts and ensure student understanding of assignments and homework instructions; reinforce vocabulary and concepts as necessary; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior
- Observe and redirect behavior of students according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities as directed
- Assist with maintaining student records and files related to progress, behavior and assigned activities; prepare mandated reports and documentation as required; collect data and monitor student progress
- Assist students with performing and developing independent living and self-help skills such as shopping, counting money, cleaning and related activities as assigned; assist students with the development of social, vocational and job searching skills as assigned
- Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with assignments such as reading, writing and mathematics
- Escort students during the regular duty day as assigned to and from designated locations; accompany students on field trips, recreational therapy activities, social events and during outdoor activities; may accompany students to District-sponsored events or recreational functions
- Assist in maintaining the health and safety of students by following health and safety practices and procedures
- Assist in maintaining a learning environment in a safe, orderly and clean manner; provide classroom support by setting up work areas and displays and distributing and collecting paper, supplies and materials
- Maintain confidentiality of student information in accordance with state and federal mandates
- Operate a variety of office and classroom equipment including a copier, computer and software as appropriate
- Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns; answer telephone calls, take messages and provide general class and student information as assigned
- Respond to student medical emergencies according to District protocol and prepare related paperwork as appropriate
- Assist in monitoring, classroom supplies; assist in ordering and arranging food items as appropriate

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Guidance principles and practices related to students with special needs
Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading
Basic instructional methods and techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Challenges and concerns of students with special needs
Classroom procedures and appropriate student conduct
Safe practices in classroom and playground activities
Operation of standard office and classroom equipment including a computer
Oral and written communication skills
Interpersonal skills using tact, patience and professionalism
Basic record-keeping and report preparation techniques
Serving students with disabilities in full-inclusion settings

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment
Reinforce instruction to individual or small groups of students with special needs as directed by the teachers and/or other service providers
Assist in the preparation of instructional materials and implementation of Individual Education Programs
Perform routine clerical duties including keyboarding, filing and duplicating materials
Understand and relate to students with special needs and respect individual differences
Establish and maintain cooperative and effective working relationships with others
Communicate effectively both orally and in writing
Demonstrate an understanding, patient and receptive attitude toward students with special needs
Read books to students and assist with reading and writing activities
Collect data, monitor, observe and report student behavior and progress
Understand and follow oral and written instructions
Operate standard office and classroom equipment including a computer
Observe health and safety regulations
Prepare routine reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working with students with special needs in an organized setting

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificates issued by authorized agency preferred
Incumbents must meet requirements specified under the No Child Left Behind Act
Some incumbents in this classification may be required to speak, read and write in a designated second language

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and other indoor and outdoor learning environments

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment

Sitting or standing for extended periods of time

Bending at the waist and/or kneeling to assist students

Seeing to read a variety of materials and monitor student activities

Hearing and speaking to exchange information

HAZARDS:

Contact with dissatisfied, assaultive or abusive individuals

Potential physical hazards involved in intervening in fights and other anti-social and violent behaviors

Exposure to blood borne pathogens and infectious diseases