

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:	<b>INSTRUCTIONAL ASSISTANT–SPECIAL EDUCATION</b>
Job Family:	Instructional Support
Reports to:	Principal and/or Director of Special Services
Salary Level:	Range 22
Calendar:	Classified School Year

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**SUMMARY:**

Under the direction of the Principal, Director of Special Services or Coordinator for Special Services, assist in reinforcing classroom instruction to individual or small groups of special education students with behavioral and learning difficulties; assist in the collection of student data and preparation of instructional materials; ensure effective implementation of student behavioral and instructional educational plans; provide routine clerical support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environments; monitor and oversee student practices and assignments in various subjects; assist assigned teacher with the implementation of individual education plans.
- 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, friendly attitude and general guidance; confer with the teacher concerning lesson plans and materials to meet student needs.
- Perform a variety of clerical duties such as preparing, typing, duplicating and filing instructional materials; distribute and collect various other forms and documents.
- Explain and ensure student understanding of classroom assignments and homework instructions; explain words and concepts as necessary; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior.
- Observe and manage behavior of students in the classroom per approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities as directed.
- Grade student tests and assignments as assigned; maintain records and student files related to attendance, grades, progress, behavior and assigned activities; log and prepare documentation as required.
- Read books to students and observes their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with writing exercises and assignments.
- Escort students to and from designated locations as assigned; accompany students on fieldtrips, recreational functions, social events, and during outdoor activities.
- Ensure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; provide classroom support, collect papers, supplies and materials.
- Perform general clerical tasks; operate a variety of office and classroom/student equipment including a copier, fax machine, computer and assigned software.
- 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 to parents and others as assigned while maintaining confidentiality procedures.

- Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.

Other Duties:

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: graduation from high school and one year experience working with children in an organized or educational learning environment. Some experience working with special needs individuals is desirable.

Licenses and other Requirements

- Completed at least two years of study at an institution of higher education or,
- Obtained an associate's or higher degree (college level) or,
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

Knowledge of:

- Observational behaviors, ability and implementation, visual supports, data collection, classroom organization and management.
- Documenting, monitoring and reporting goals and progress on student Individual Education Plans.
- Child guidance principles and practices related to children with special education needs.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Problems and concerns of students with special education needs.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping and report preparation techniques.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of special education students as directed by the teacher.
- Assist in the preparation of instructional materials and implementation of individual education plans.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Understand and relate to students with special needs.
- 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 special education students.
- Read books to students and assist with reading and writing activities as assigned.
- 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.

**DESIRED QUALIFICATIONS:**

- Bilingual skills in English and Spanish.

**WORKING CONDITIONS:**

Work Environment:

- Classroom environment.
- Constant Interruptions.

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, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

Hazards:

- Dissatisfied (hostile) or abusive individuals.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018