

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SPECIAL EDUCATION INTERVENTION ASSISTANT – SPECIALIZED

DEFINITION

Will provide assistance to teachers in the implementation of curriculum, behavior management strategies, and other classroom or educational activities for students with special needs from mild, moderate to extensive needs including specialized physical health care services. To provide instruction, under the direction of a certificated staff for students with mild moderate support needs (MMSN) and/or extensive support needs (ESN), in individual, small and large groups settings in academics, behavioral and social emotional learning, as well as assisting students with activities of daily living which includes eating, toileting, and specialized health care needs.

DISTINGUISHING CHARACTERISTICS

This is an advanced level class in the Instructional Assistant series/Special Education. Positions assigned to this class can be distinguished from lower level positions by working with a variety of students with MMSN to ESN who require more intensive special education support and services. Assistants in this category will be providing support and direction as needed specific to the students, program, and individual specialized medical needs.

SUPERVISION RECEIVED AND EXERCISED

Receive immediate supervision from school site administration.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provide instructional assistance to students assigned to a designated special education instructional program. Provide assistance to individual or small groups of students by reinforcing instruction as directed by the teacher. Monitor and oversee student drills, practices, and assignments in various subjects. Accompany and support students into mainstreamed classes. Assist assigned teacher with the implementation of lesson plans. Correct student tests and assignments. Record goal data and/or collect data on daily activities under the direction of the classroom teacher. Assist as directed and assigned by the teacher in the modification of materials, instructions, and lessons to meet the needs of special education students. Provide assistance to assure student understanding of classroom activities and assignments. Provide classroom assistance to the teacher by setting up work areas and displays, operating equipment, and distributing and collecting paper, supplies, and materials. Reinforce instruction to students with a variety of differing needs in language, communication, and/or with behavioral needs. Assist in the implementation of mild, moderate to intensive behavioral intervention strategies and classroom management routines under the direction of the classroom teacher and supervisor. Confer with teachers concerning programs and materials to meet the individual needs of special education students. Observe and monitor the behavior of students in the classroom and other educational settings according to approved procedures. Operate a variety of classroom and office equipment including computers, iPads, software applications, communication devices, and other equipment required for the needs of the students in the program.

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EXAMPLES OF DUTIES (Continued)

Assure the health and safety of students by following established practices and procedures under the direction of the teacher. Assist in maintaining a learning environment that is safe, orderly, and clean. Assist in the set up and clean up of materials required for the day to day functioning of the classroom environment and other educational settings including transport to and from. Oversee assigned special education students in the lunch area, at recess/break, and in other educational settings. Provide assistance to individual students while being transported by the District. Escort, assist, and supervise students safely to and from classrooms and out-of-classroom environments. Assist students with feeding, toileting, diapering, lifting, transferring as needed. Provide specialized physical health care services (Per CA Education Code 49423.5 (d) (2014)). Specialized physical health care services include: catheterization, gastric tube feeding, suctioning, and/or other services that require medically related training. Attend assigned meetings, staff training, or classroom meetings.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of general needs and behavior of students with a variety of differing needs. Knowledge of the principles of hygiene. Knowledge of methods and the use of specialized equipment to support student needs. Ability to perform tasks of a physical nature. Ability to perform specialized physical health care services or the willingness to be trained. Ability to organize, supervise, and assist in the instruction of students. Ability to communicate effectively with students and staff. Ability to maintain accurate records and report student behavior and progress in activities assigned by the classroom teacher. Ability to follow oral and written instructions. Ability to establish and maintain cooperative working relationships.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience working with students of different ages who have differing needs; preferred but not required.

Training:

Formal or informal training which provides the skills necessary to perform the job.

Certifications and additional requirements (Must meet one of the following):

Completion of 48 units of college course work,
AA degree or higher,
Passage of Instructional Aide Testing (ESSA). (Testing available through Human Resources. Must be obtained prior to submitting application.)

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Required Certification (can be obtained through the district after hiring)

Possession of current CPR or First Aid Certificate -or- ability to obtain these items.

Reviewed and agreed by:

Incumbent: _____ Date: _____