

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Instructional Assistant, Special Education**

**BASIC FUNCTION:**

Under direct supervision of the site administrator and general direction of the Director of Special Education and assigned special ed./classroom teacher(s), the IA will assist certificated personnel in the preparation and delivery of instructional activities assist in managing student behavior, complete a variety of clerical and supportive activities as directed, and perform other related work as required.

**ESSENTIAL DUTIES:**

- Assist certificated personnel with the preparation of instructional materials.
- Instruct/teach individual students and small groups of students with unique needs using research based programs as directed.
- Monitor and assist students in directed study activities as a follow-up to the presentation of instructional lessons by certificated personnel.
- Assist in the management of student behavior through the use of positive reinforcement strategies and techniques.
- Oversee and supervise assigned students during in and outside of classroom activities.
- Assist children in the developing independence including but not limited to basic self-care skills and social skills.
- Assist students in the remediation of specific learning problems using directed strategies as requested.
- Implement behavior plans as requested.
- Collect behavior data or other data requested electronically or as requested.
- Provide social facilitation for identified students as well as other children in need.
- Assist certificated staff by reading, grading, and recording student work.
- Perform routine first aid which may include assisting children experiencing seizures or respiratory problems and/or other medical issues.
- Assist in implementing District procedures related to physical and medical needs (seizures, suctioning, first aid, etc.)
- Maintain a variety of records and files, including confidential student information.

**OTHER REPRESENTATIVE DUTIES:**

- Maintain or assist in maintaining an orderly, attractive, and positive learning environment.
- Participate in parent conferences and Individual Education Planning meetings as requested.
- Attend in-service trainings and implement programs and strategies as requested.
- Assist students with dressing, feeding and grooming as directed by classroom teacher.
- Provide one on one Intensive Behavioral Instruction to assigned students in school or alternate setting as directed.
- Implement program modifications, administer drills, and conduct probes as needed.
- Maintain and organize program notebooks.
- Provide information to the supervisor, review student data, report concerns and progress.
- Attend clinic and IEP meetings as requested.
- Perform other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Child growth and development patterns including understanding of State eligibility categories for Special Education.

- Basic strategies for working with students with learning disabilities, Autism, and/or communication disorders.
- Behavior management strategies for addressing problem behavior.
- Appropriate English usage, punctuation, spelling, and grammar.
- Basic arithmetical concepts.
- Routine record storage, retrieval, and management procedures.

**Ability to:**

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting needs of a specialized nature.
- Appropriately manage student behavior and guide student toward more acceptable social behaviors.
- Communicate effectively in oral and written form.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment.
- Understand and carryout oral and written directions.
- Establish and maintain cooperative working relationships with children and adults.
- Demonstrate initiative and independence is recognizing a need and taking action.

**MINIMUM QUALIFICATIONS:**

**Experience:**

One year of paid or volunteer experience working with children identified with unique needs. Training and experience in Intensive Behavior Instruction or Discrete Trial training is preferred, but may be provided as needed upon hire.

**Education:**

Equivalent to the completion of the twelfth grade, preferably with training or coursework in child growth and development, special education, instructional technology, or a closely related field.

**Certificate Requirement:**

Must possess a valid first aid certificate issued by the American Red Cross, including CPR training. May receive CPR/First Aid training within first six months of employment.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS**

**Environment:**

- Indoor or outdoor school classroom or playground environment
- Moderate to intense noise level
- Outdoor weather conditions

**Physical Requirements:**

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist.
- Ability to frequently lift, push, pull and/or move up to 30 pounds, and occasionally lift, push, pull and/or move up to 75 pounds with assistance.
- Ability to climb stairs.
- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to operate technology, computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions, and limitations of assigned duties.