

INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION

JOB SUMMARY

Under the direction of an assigned supervisor or certificated teacher, the Instructional/Personal Care Assistant - Special Education assists a certificated teacher in providing instruction and care to an individual or small groups of students with severe physical disabilities and/or cognitive delays, monitors and reports student progress regarding behavior and performance, and performs a variety of other instructional support duties as assigned.

REPRESENTATIVE DUTIES:

The position description describes the general nature of the work performed.

ESSENTIAL FUNCTIONS

- Assists students with severe disabilities within the Special Education program as may be assigned with personal needs (e.g., tube feeding, suctioning, toileting, diapering, positioning and/or mobility, social skills, etc.) to maintain their health, comfort, cleanliness and safety within the school environment.
- Accompanies students as may be assigned between locations to assist students in their scheduled activities (e.g., WorkAbility and community experience).
- Assists teachers in specialized and/or general education classroom in preparation and presentation of a wide variety of instructional materials to provide instruction in accordance with established curriculum and designated IEP.
- Confers with teachers regarding assigned students' progress and provides information that is used in evaluating students' progress and/or needs.
- Under the guidance of assigned classroom teacher, monitors students' performance and provides feedback to students, teachers and/or others involved in the provision of services in accordance with the IEP.
- Informs the teacher orally or in writing concerning observations, student academic performance, and school activities to provide a record for future reference and/or comply with established regulatory requirements.
- Assists in implementing and monitoring instruction of special education students within special education and/or regular classrooms, individually and in small groups, to improve learning skills, self-care, and/or social development.
- Guides students within the special education program in appropriately dealing with personal interactions and/or specific student issues to develop their interpersonal skills and successful problem solving strategies.
- Maintains various classroom records, files, supplies, and work aids to ensure the necessary materials are available when required.
- Performs other instructional support and record keeping activities (e.g., copying materials, posting information, routing copies of reports, writing down observations on students' activities and progress, etc.) to support teachers.
- Understands the goals of the IEP for the students with whom the incumbent works to appropriately assist the students to achieve their goals.
- Performs first aid and/or CPR as needed and administers emergency medication until appropriate medical care is available.

INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION

- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to students with learning disabilities
- Basic subjects taught in the District schools, including arithmetic (e.g., algebra, geometry), grammar, spelling, language and reading
- Instructional materials and techniques used in Special Education
- Safe practices in classroom and other activities
- Basic first aid, cardiopulmonary resuscitation (CPR) and emergency medication administration
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Reading and writing communication skills
- Record-keeping techniques
- Current, up-to-date office practices and procedures

ABILITY TO:

- Schedule activities
- Gather and-collate data
- Prepare and maintain accurate records
- Prepare documents following prescribed formats
- Use basic, job-related equipment including equipment used in a special education classroom and pertinent software applications
- Work with others in a wide variety of circumstances
- Work under limited supervision using standardized practices and/or methods
- Analyze data utilizing defined but different processes
- Work with a significant diversity of individuals and groups
- Work with a variety of data
- Present information to others
- Problem solve by following prescribed guidelines to identify issues and select action plans
- Learn the methods, procedures, functions and limitation of assigned duties
- Supervise and discipline students according to approved policies and procedures
- Lead, guide and coordinate students
- Print and write legibly
- Make arithmetic calculations quickly and accurately
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with children and adults
- Establish emotional support and a friendly attitude toward students
- Read, interpret and follow rules, regulations, policies and procedures
- Adhere to safety practices including safely handling hazardous materials

INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION

- Perform CPR, administer first aid and emergency medication
- Establish and maintain effective working relationships with others
- Maintain confidentiality
- Understand the exceptional needs of special education students and the goals of students' IEP

EDUCATION AND EXPERIENCE

Targeted job-related education that meets the organization's prerequisite requirements, including any education provisions mandated by the State or federal government.

Six months of job-related experience working with children is required. Experience may be paid or volunteer.

DISTINGUISHING CHARACTERISTICS

There are three classifications within the Instructional Assistant Special Education series. All three have commonalities in terms of some tasks and the knowledge and abilities required to perform those tasks; however, there are substantial differences among the three as outlined below:

The **Instructional/Personal Care Assistant – Special Education** assists teachers in providing instruction and care to students with physical disabilities and/or cognitive delays of sufficiently severe condition as identified in their Individualized Education Plan (IEP). These students frequently require assistance with basic bodily and physical functions such as toileting, diapering, suctioning of mouth and nose, tube feeding, and mobility/positioning. Incumbents may also provide instructional support to special education students in other special education learning environments.

Differentiation between the Instructional/Personal Care Assistant-Special Education and the lower-level classification of Instructional Assistant – Special Education, is distinguished as follows:

The **Instructional Assistant – Special Education** assists in providing instruction to students (1-on-1 or in groups) with learning disabilities or students who require a special education learning environment for a portion, or for all of, the students' educational program. Positions in this class work with students having a variety of special education needs including disruptive behavioral problems that require an environment structured to control the behavior. Assignments may be to a classroom generally, or may be dedicated to a specific student.

Differentiation between the Instructional/Personal Care Assistant- Special Education and the equal-level classification of Instructional Assistant – Special Education (Behavior Intervention), is distinguished as follows:

The **Instructional Assistant – Special Education (Behavior Intervention)** primarily provides academic support to students with significant aggressive and/or other behavioral difficulties.

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications required for the position.

CERTIFICATES

Valid First Aid and CPR Certificate issued by the American Red Cross or other agency whose certification standards meet the needs of the program as determined by District staff.

INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION CONTINUING EDUCATION/TRAINING

Blood Borne Pathogen Training, First Aid, CPR, Crisis Prevention Intervention (CPI).

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Reach above shoulder, climbing, balancing
Occasionally	fingering/fine manipulation, power/firm grasping, sitting/standing, twisting back, reach at, above, or below shoulder height, lifting up to 25 lbs. at waist height and carrying up to a distance of 30 feet
Occasionally/Frequently	Stooping/bending, squatting/crouching, kneeling, crawling
Frequently	Lifting up to 10 lbs. at waist height up to a distance of 30 feet, handling/simple grasping
Frequently/Continuously	With assistance and devices provided, lift students weighing more than 100 lbs. at waist height up to a distance of 5 feet, pushing/pulling, including students in wheelchairs, reach below shoulder height

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions. The condition/functioning of some students may expose the incumbent to behavior that includes biting, hitting, or bolting away.