

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** Instructional Associate - Special Education I

II. **Definition**

Under general supervision, assists instructional staff with students in special learning classes and to perform job related duties as required.

III. **Examples of Duties**

General duties include assisting the Special Education teacher in the delivery of an instructional process to individual students in the special class or integrated setting in accordance with prescribed learning objectives; works with individual or small groups of students using methods, materials, and designs approved by the teacher; may cooperate in planning, developing, implementing, and assessing the educational plan; assists teacher in providing and creating materials, assists teacher with student supervision and discipline, attendance, and other recordkeeping and other assigned duties; acts in cooperation with school and community personnel on problems related to individual students with exceptional needs, helps maintain physical school environment to keep it functional, safe, and clean; maintains a positive, constructive, and open relationship with school staff, students, and parents; temporarily maintains educational program for students with exceptional needs in the absence of Special Education teacher in case of temporary absence.

IV. **Distinguishing Characteristics**

V. **Employment Standards**

A. **Knowledge of:**

English usage, vocabulary, grammar, and spelling;

Safety and health rules;

Child growth and development and/or exceptional child desirable.

B. **Ability to:**

Relate and work with exceptional children individually and in small groups and take appropriate initiative as needed in classroom situations;

Follow oral and written directions and work independently;

Tolerate abnormal behavior patterns in children;

Use confidential materials with discretion;

Attend meetings, classes, and inservice training;

Follow oral and written directions;

Establish and maintain cooperative working relationships with students,

teachers, and co-workers.

C. Education/Training/Experience:

Completion of the twelfth grade or equivalent; college preparation in child growth and development and/or exceptional child is desirable.

Previous experience or training in the care and supervision of children; two years of college, completion of an aid training program, or two years related experience is desirable.

D. Licenses/Certificates:

VI. Specific Qualifications

Date Undated as of 5/99

Range 18

Position Code ISE

JBD:cf