

SAN JOSE UNIFIED SCHOOL DISTRICT

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

II. **Definition**

Under general supervision, assists instructional staff with students in special learning classes for severely handicapped and does related work consistent with the job description .

III. **Examples of Duties**

Assists certificated personnel with the development and presentation of learning materials and instructional exercises; tutors students individually or in small groups to reinforce and follow up learning activity; assists in preparing daily and weekly lesson plans based on student's individualized education plan; assists in the management and guidance of student behavior through the use of positive reinforcement strategies; may be required to diaper, assist with students in toilet functions and, after District-provided training, catheterization when necessary; reviews and corrects student work assignments; assists students in locating and utilizing resource materials; prepares daily attendance register of students; duplicates and maintains files of instructional materials; sets up and maintains files on students referred to the Special Education Program; assists in conferring with certificated personnel and parents concerning student needs and progress; may attend parent conference and/or school assessment team meetings, requisitions and maintains supplies and materials for the program; may perform a variety of light clerical duties; supervises students during classroom activities, in health office, library, on field trips and related types of activities; reports suspected health problems to the appropriate school personnel; maintains instructional program in case of temporary absence of Special Education teacher; helps maintain physical classroom environment to keep it functional, safe and clean.

IV. **Distinguishing Characteristics**

Positions in this classification differ from Instructional Associate - Special Education I in the degree of responsibility required in the education of severely handicapped students. This position may also be one-on-one with direct student contact. Whenever the student mainstreams or is not in attendance, the Instructional Associate-Special Education II shall be assigned by the principal to work with another one-on-one student or to work in another Special Education II classroom for that period of time.

V. **Employment Standards**

A. **Knowledge of:**

General concepts of child growth and development and child behavior characteristics;

Student behavior management techniques and strategies;

Learning problems of children with special educational needs;
Correct English usage, punctuation, spelling and grammar;
Simple recordkeeping and record management;
Basic First Aid and Cardiopulmonary Resuscitation (CPR) techniques.

B. Ability to:

Perform possible emergency first aid care including care and summon aid;

Deal with severe medical and physical problems;

Learn and utilize basic methods and procedures to be followed in special education instructional settings;

Relate to students in a warm and caring manner;

Work effectively with special education students;

Learn and utilize standard teaching aids and office machines;

Perform light clerical work;

Understand and carry out oral and written instructions;

Maintain an understanding, receptive attitude toward children;

Demonstrate patience with teaching tasks requiring drill and repetition;

Exhibit a positive attitude toward small signs of student growth;

Communicate satisfactorily in oral and written form;

Tolerate abnormal behavior patterns in children;

Meet the public tactfully and courteously and to establish and maintain cooperative and effective working relationships;

Use confidential information with discretion

C. Education/Training/Experience:

Completion of the twelfth grade or equivalent, and two years of experience working with children in an educational setting or two years of college course work in related field or an equivalent combination of training and experience.

D. Licenses/Certificates:

Current Red Cross First Aid and Cardiopulmonary Resuscitation certificates.

VI. **Specific Qualifications**

Bilingual and biliterate skills may be required;

Ability to pass the District Bilingual and Biliterate test;

Must pass Instructional Associate proficiency test;

Sign Language may be required.

Date May 21, 1985 (Revised October 1999)

Range 18A

Work Year 9.5 months

Position Code IS2

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