

San Rafael City Schools

Position Description

Position: Instructional Assistant III	Work Calendar: 181 Work Days
Department/Site: School Sites	Non-exempt
Reports to/Evaluated by: Principal/Designee	Salary Grade: 110

Summary

Performs specialized instructional support to individuals and groups of students. This class applies those who have been trained and who are integrating basic health care services or behavior interventions with instructional support.

Distinguishing Career Features

The Instructional Assistant III is the senior-most in a career path for instructional, hygiene, and mobility support to teachers. The Instructional Assistant I provides instructional assistance to general education classrooms where activities can be carried out by an incumbent who meets District competency requirements. Advancement to level II requires more advanced knowledge, skill, and ability to work with special student populations. Instructional Assistants II are typically assigned to a range of Special Education environments and students who will rotate from special education to general education classrooms through and including continuous support to severely handicapped students. The Instructional Assistant III is designed for higher levels of specialized support to students with special needs where custodial health care services is blended with academic and behavior intervention support.

Essential Duties and Responsibilities

- Assists teachers on an in-depth basis with small groups and/or individual students on special subjects and exercises, and/or with special needs (e.g., severely disabled) to execute individual lesson plans and strategies for maximizing learning experiences.
- Assists with scoring and recording achievement and diagnostic tests given by teachers and specialists. Assists in identifying student proficiency and placement.
- Prepares and may develop age-grade appropriate instructional aids and exercises to support the curriculum being taught.
- May assist special program administrators and/or teaching staff with preparation and presentation of in-service training sessions. Assist in organizing and participating in meetings to share information about program to which assigned.
- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives. Assist with implementation of special programs.
- Assists with administering assessment instruments (spelling tests, etc.), helps to score objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems.
- Assists in training other para-educators and other school personnel to administer, score and record achievement and diagnostic tests required by the program. Assists in reclassifying students according to proficiency.

- Monitors classroom activities when a teacher is absent from the classroom for a limited time. Accompanies students going from one location to another. Observes, monitors, and controls behavior of students within approved procedures.
- Develops and uses incentives as positive reinforcement. Exercises constant supervision of children. Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand discipline.
- Reports student academic and behavior progress and performance to teachers. Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum based measurements in reading.
- Confers, as needed, with teachers, resource staff, and other school personnel concerning programs and materials to meet student needs. Alerts teacher to any special problems or information concerning students in assigned program.
- Assists special program administrative staff with the preparation and presentation of in service training sessions. Assist in organizing meetings, participate in meetings to share information about program to which assigned.
- Prepare and maintain a variety of files and records for classroom or assigned program.
- Provides clerical and technical assistance to teachers such as researching and ordering books and school supplies, maintaining a workroom inventory.
- Reviews teachers' schedules and initiates requests for equipment and resource materials to support curriculum. Sets up and operates audiovisual equipment, computers, and other equipment that serves to assist and enhance instructional programs.
- May assist with loading and unloading of students onto buses, and oversight at lunches and snacks. Assures safety of students following health and safety rules.
- When working with severely disabled, may be required assist students with certain medical and hygiene functions. These activities could range from physical hygiene to dispensing medications, tube feeding, limited invasive connections, and other applications in compliance with medical and legal requirements.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires in-depth working knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting. Requires working knowledge of the subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies. Requires a basic knowledge of teaching and instruction methods. Requires knowledge of basic clerical and record keeping processes. Requires knowledge of special education programs. Requires a working knowledge of medical and therapeutic protocols and procedures used for student hygiene and comfort. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires well-developed

human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to the special needs of students. May require competency in a second language.

▪ **Abilities**

Requires the ability to assist teaching staff with implementation of instructional goals and activities. Requires the ability to assess the needs of individual students and develop instructional support techniques and materials to meet those needs. Requires the ability to perform specific medical or therapeutic processes following protocols and procedures developed by a licensed health care professional. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and tests, and perform general clerical tasks. Requires the ability to make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom sized groups. Requires the ability to maintain confidentiality and impartiality when dealing with private and sensitive information. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers. May require competency in a second language or basic competency in sign language

▪ **Physical Abilities**

Requires the ability to perform indoors in an office and/or classroom/laboratory environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

▪ **Education and Experience**

The position typically requires a high school diploma or equivalent, and 48 hours of college credit hours that are degree eligible, plus one year of experience working with in a classroom environment containing students with special needs. Incumbents having additional college coursework may use it to substitute for some experience. Additional experience in an instruction support or health care environment may substitute for some post-secondary education.

▪ **Licenses and Certificates**

May require a valid driver's license. Requires a valid first aid card and CPR certificate.

▪ **Working Conditions**

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations.

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CSEA Approved: June 8, 2022

Board Approved: