

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: INSTRUCTIONAL ASSISTANT, TSA

RANGE: 7

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide short term individual support to students with special needs and assist on a one-on-one basis with various instructional support services to students in transition to a regular classroom setting; assist in reinforcing instruction to assigned special education student; assist in the preparation of instructional materials and implementation of Individualized Education Plans (IEPs); assist in maintaining an appropriate learning environment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide short term individual support to students with special needs and assist on a one-on-one basis with various instructional support services to students in transition to a regular classroom setting.

Assist in reinforcing instruction to assigned special education student; monitor and oversee student tests, practices and assignments in various subjects; assist assigned teacher with the implementation of IEP's; confer with the teacher concerning IEPs goals, lesson plans and materials to meet student needs.

Assist student in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist student by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; assist student with meeting IEP goals and objectives; report progress regarding student performance and behavior.

Assist in maintaining an appropriate learning environment; set up work areas and prepare educational materials for specialized learning activities.

Participate in implementing student's individualized behavior management plans; observe and control student behavior in the classroom according to approved procedures; monitor and interact with student during outdoor, physical education and other recreational activities as directed.

Escort student to and from designated locations as assigned; accompany student on fieldtrips and to/from the bus, library and other areas as assigned; push student in wheelchairs; lift student in and out orthopedic equipment and assist with positioning student as needed; assist students with adaptive devices as needed.

Assist students working on individualized programs in speech development, cognitive skill, self-help, gross and fine motor, socio-emotional, toileting and vocational skills as assigned; assist student with toileting activities, and change diapers and soiled clothing as required; assist students during physical education classes.

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Assist students with personal hygiene and during eating activities; assist in the preparation of meals as assigned.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Operate a variety of office and classroom equipment including a copier, fax machine, computer and assigned software; assist students in the operation of a computer as assigned.

Communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns; answer telephone calls, take messages and provide general class and student information to parents and others as assigned.

Provide routine first aid according to established procedures as needed; administer medications according to prescribed instructions as required; respond to medical emergencies and prepare related paperwork as appropriate.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices related to children with special education needs.

Basic subjects taught in County Office schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Behavior management in a classroom setting.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Problems and concerns of students with special education needs.

Classroom procedures and appropriate student conduct.

Safe practices in classroom and playground activities.

Operation of standard office and classroom equipment including a computer.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping and report preparation techniques.

First aid and CPR procedures.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of special education students as directed by the teacher.

Assist in the preparation of instructional materials and implementation of IEP's.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Understand and relate to students with special needs.

Assist students with personal hygiene, feeding, toileting, bathing, vocation-related functions,

positioning and independent living skills as assigned.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Demonstrate an understanding, patient and receptive attitude toward special education students.
Read books to students and assist with reading and writing activities as assigned.
Monitor, observe and report student behavior and progress.
Understand and follow oral and written instructions.
Operate standard office and classroom equipment including a computer.
Observe health and safety regulations.
Maintain records and prepare routine reports.
Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above including some experience working with children with special education needs in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.
Lifting and carrying students as assigned by the position.
Pushing children in wheelchairs as assigned by the position.

HAZARDS:

Bloodborne pathogens and bodily fluids.