

INSTRUCTIONAL ASSISTANT - SEVERELY EMOTIONALLY DISTURBED/SEVERELY HANDICAPPEDDEFINITION

The special educational instructional assistant assists the teacher in ways determined by the teacher to be useful in improving the quality of educational opportunities, supervision of students, and instructional tasks which, in the judgment of the teacher, may be performed by a non-credentialed employee. The work need not be performed in the presence of the teacher, but the teacher retains responsibility for instruction and supervision.

DISTINGUISHING CHARACTERISTICS

Positions are less than 8 hours. These positions are authorized only in connection with established special education classes which are labeled SED or SH and where students have behavior, physical, language, or learning disabilities, with a wide range of abilities. Assistants may spend a substantial portion of their time providing intervention to students who exhibit disruptive, aggressive, depressive, and/or self-injurious behaviors associated with ED.

ESSENTIAL FUNCTIONS

- Assists individuals or small groups with assignments under the supervision of the teacher.
- Prepares special teaching demonstrations, using a variety of aids and techniques to reinforce skill or learning.
- Participates in classroom discipline and behavior management programs.
- Assists with a variety of record keeping activities, such as attendance, lunch count, daily charts, recording student behavior, and other records as needed or required.
- Assists teacher with crisis intervention and physical restraints (as needed).
- Participates in crisis management and physical intervention training provided by the District and the SED team.
- Supervises students during mainstreaming activities, including lunch and social activities as required.
- Models appropriate social interaction with students and peers.
- Assists in contacting outside agencies.
- Supervises students during assigned disciplinary actions, i.e., in-house suspension, social isolation.
- ****Following training by and under supervision of a credentialed school nurse, assists students in personal care, such as toileting, dressing, grooming, and eating.**
- **Other related duties as assigned.**

QUALIFICATIONS

Successful completion of the District Instructional Assistant Proficiency Test.

Prefer experience in the care of children with physical and/or learning disabilities and/or emotional disturbances. Must obtain and maintain First Aid/CPR Certificate. Willingness to complete such training courses, in-service, or otherwise, as may be required after being hired.

Knowledge and Abilities:

Knowledge and awareness of children with emotional disturbances and at-risk children.

Knowledge and awareness of learning handicaps.

Knowledge of individual differences in children.

Ability to remain calm in stressful situations.

Ability to follow schedule that may change, in part, hour to hour and day to day.

Ability to work effectively with a wide variety of personalities and situations requiring tact, judgment, stability, and poise.

Training, Education, and Experience:

Completion of 12th grade. Willingness to complete such training courses, in-service, or otherwise, as may be required after being hired. Courses and/or in-service in psychology, behavior modification, and other related fields desirable. Prefer experience in the care of children with learning disabilities and/or emotional disturbances. Training in crisis intervention highly desirable.

**** Employees assigned to these duties will receive a 5% stipend as part of their contract.**

OTHER CHARACTERISTICS

Assistants in this program work with emotionally disturbed children ranging in age from six to eighteen years (depending on the program, i.e., elementary, intermediate, secondary), either in small groups or individually. Many of the children also have learning disabilities; processing disabilities, conduct problems, and aggressive traits (verbal and physical). Assistant must be prepared to manage whole class in crisis situations. Students require constant, consistent supervision. Ability to lift up to 50 pounds and physically restrain and control a student up to 150 pounds with assistance.

Approved: 3/22/01

Revised: 7/1/10