

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Instructional Assistant IV	FLSA:	Non-Exempt
Department/Site:	Special Education	Salary Grade:	15
Reports to/Evaluated by:	Site or Department Administrator	Salary Schedule:	Classified

SUMMARY

Performs as a member of a transdisciplinary team under the direction of the classroom special education teacher, school psychologist, mental health therapist, program specialist and other certificated staff by providing specific instructional and behavioral support in all areas of development. Works within the Elementary Intervention Program (EIP) which is located at a comprehensive site and includes support to students as they mainstream with their peers in the general education setting. Assists the certificated teacher in all aspects of classroom processes, including facilitation of student social interaction, behavior management and small group instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under direction of the supervising teacher:

- Provides individual and small group instruction and assists students in a variety of instructional, recreational, health and personal activities as assigned and under the guidance of the special education teacher.
- Provides direct support in ensuring physical safety where students, due to nature and severity of disabilities, are or may be prone to, accidents and/or assaultive or abusive behaviors.
- Assists in the development of behavioral support materials such as data logs, communication strategies and visual schedules.
- Assists with the implementation of Individualized Education Plan (IEP) goals and objectives.
- Assists in implementing behavior methodologies based on evidence-based strategies.
- Assists in implementing Behavior Support Plans/Behavior Intervention Plans.
- Provides training to new instructional staff regarding the implementation of behavior methodologies based on evidence-based strategies.
- Provides training to instructional assistants supporting students on a comprehensive site when the behavioral needs require the implementation of evidence-based behavioral methodologies prior to the student requiring a more restrictive placement.
- Assists certificated staff with modifying and adapting individual schedules, communication systems, and instructional materials, equipment, and arrange classroom environment.

- Observes children, collects structured observation data, and assists teachers in reviewing students' work, assessing student's needs, and monitoring their progress.
- Collects ongoing data within the general education classroom, playground, cafeteria, and special education classroom.
- Assists students with personal needs, hygiene and toileting.
- Promotes opportunities for student independence.
- Implements the therapeutic milieu and provides training to newly hired instructional aides regarding the therapeutic milieu.
- Maintains strict confidentiality with regard to families and children.
- Participates in ongoing staff development trainings/meetings, attends weekly staff meetings, and other trainings/meetings as assigned.
- Other duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Read and understand instructions, follow and give clear directions; work independently and make decisions within the framework of established guidelines; adapt to individual needs of teachers and student and work with interruptions; identify and respond quickly to emergency situations in a calm and resourceful manner; have knowledge of crisis management techniques; have knowledge and/or experience in with students who have social/emotional and behavioral needs.

Abilities: Must be able to conduct/provide intensive behavior interventions; chart and collect data; understand and follow oral and written instructions; ability to communicate effectively, patiently, and clearly with children and adults; establish and maintain effective working relationships with children and adults; maintain professional relationships and respect student confidentiality; communicate clearly and positively; ability to collaborate with general education professionals.

Physical Abilities: May require strenuous physical effort; ability to support students during a physical restraint; may include frequent standing, walking, lifting, occasionally climbing, crawling or stooping; may provide mental health supports through frequent problem solving or play based instruction; indoor/outdoor work environment. Able to lift up to 50 pounds. May be subject to students who are physically and verbally aggressive and may come into contact with bodily fluids (i.e., phlegm, urine & feces).

Education and Experience: High School diploma or equivalency. AA Degree, or 48 college units preferred or passage of the Paraprofessional Exam. Two years of experience assisting in a classroom with children and experience with students with intensive behavioral and social/emotional needs.

Licenses and Certificates: Possession of a valid First Aid/CPR certificate may be required for some positions. Certification of completion of full 2-day Safety Care training and 1-day Ukeru training and current certification.