

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Paraprofessional Instructional Assistant II – Special Education

Salary Grade: 06

Salary Schedule: Classified

Department/Site: Special Education

Reports to/Evaluated by: Site or Department Administrator

FLSA: Non-Exempt

SUMMARY

Under the general supervision of a classroom teacher, provides instructional, behavioral, and some clerical support to teachers in classroom settings, assisting individuals or small groups of students to enhance their learning. Assists teachers with instruction that occurs in special education classrooms, general education classrooms, and all school environments. Exercises judgment and discretion to determine the most effective methodology to support students. Employees may be required to interact with other faculty, staff, and the general public in exercising their duties. Instructional Assistants provide assistance to students who receive Special Education services following well-established policies, procedures, and mandated regulations. May also work in general education classrooms or community-based setting. Employees are required to provide constant and active supervision of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists one or more teachers with presentation of learning materials and instructional exercises.
- Assists in conducting lessons and with other classroom activities such as projects, small group exercises, and independent study.
- Organizes materials and supplies. Prepares for and assists with classroom assignments, including cleaning up workspaces.
- Works with individuals or small groups of students with special needs under the direction of the classroom teacher in all academic subjects.
- Monitors classroom activities when a teacher is out of the classroom. Accompanies students going from one location to another.
- Exercises constant and direct supervision of students. Employs positive behavior supports in interactions with students. Uses de-escalation strategies when needed.
- Collects student data and assists with progress monitoring.
- Assists and guides students by appropriate role modeling, emotional support, patience, and friendly, engaging attitude.
- Assists related service providers, as required, to support assigned student(s) in attaining specified goals.

- Assists with loading and unloading buses as directed. May ride the school bus with student(s) assigned.
- Assists in maintaining order among children in the classroom and across all school environments.
- Supervises during recesses, breaks, and in transitions from class to class as required.
- Maintains student confidentiality.
- May assist students with personal hygiene matters, which could involve assisting with lavatory, diaper changing and other personal care activities.
- May provide record keeping, grading and clerical support to the classroom teacher.
- Performs other related duties and responsibilities as assigned.

QUALIFICATIONS

- **Knowledge and Skills:** Requires the knowledge and skills of an Instructional Assistant I, plus specialized knowledge of working with students who receive Special Education services. Basic knowledge of the principles and practices of age-appropriate child development and guidance applicable for an educational setting. Working knowledge of the basic subjects taught in public school, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies. Requires sufficient human relation skills to work productively and cooperatively with teachers, students, and other staff in both formal and informal settings. Exercises professionalism and respects confidentiality when conveying information. Demonstrates sensitivity to the special needs of students.
- **Abilities:** Employees must be able to demonstrate understanding, patience, and empathy of the special needs of students. Including the ability to recognize limitations of students and encourage participation in programs and activities. Ability to work with the students towards the goal of mainstreaming within general education.
- **Physical Abilities/Environment:** Physically and mentally able to perform the essential duties of an Instructional Assistant without hazard to themselves or others. Ability to sit, stand, walk, bend, stoop and kneel. Able to lift up to 50 pounds; reach in all directions; adequate sight or corrected vision for the purpose of reading directions and printed or written materials; hear and speak to communicate with coworkers, students and the public; dexterity of hands and fingers to operate instructional equipment; classroom and outdoor environment, adverse weather conditions.
- **Education and Experience:** Applicants for this position must have: High school diploma or the equivalent, AND one of the following - 48 college units (with a C or above), OR passage of the Paraprofessional Test or CBEST exam. Additional experience working with individuals with disabilities is desirable.
- **Licenses and Certificates:** Possession of a valid First Aid and CPR certificate may be required for some positions.