

Escondido Union High School District Job Description

Job Title: Instructional Assistant III
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: 19
Approved by: Board of Education
Approved Date: September 10, 2019

NATURE OF WORK

Performs any combination of the following paraprofessional tasks in high school special education and general classroom to assist students and teaching staff by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide instructional assistance to individuals or groups of students in regular education programs, special education programs, mainstream settings, computer labs, physical education periods, library activities or other activities as assigned.

Assists in the administration of various tests and items such as questionnaires and surveys.

Assists in assembling and mailing information to parents and the District Service Center.

Prepares, copies and assembles instructional materials for use in lessons.

Prepares bulletin boards and other materials aimed at creating a pleasant learning environment.

Supervises classroom activities and students as assigned by teacher.

Assists with maintaining IEP records and files; collects periodic data, attend and participate in IEP meetings as required; contact parents as directed or required.

May be required to ride bus routes and attend field trips to assist with student supervision.

Perform a variety of clerical duties such as preparing and duplicating instructional materials, scoring papers and recording grades; maintain records including attendance, grades and test scores as assigned; maintain the confidentiality of records and information related to students and parents.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Some post secondary education in classes such as psychology, child development, or others that would adequately prepare an individual to work with high school students, or two years experience working with adolescents in a supervisory role.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License or state issued identification card
Current CPR/First Aid Certification

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to special education students; problems and concerns of students with special needs; basic subjects taught in District schools, including math, grammar, spelling, language and reading; safe practices in classroom activities; basic instructional methods and techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; basic record-keeping techniques including computer applications; classroom procedures and appropriate student conduct.

ABILITY TO:

Defuse anger and frustrations exhibited by students, to be able to determine the appropriate expectations for the student to help them achieve their full potential for learning; must understand and appreciate various cultures and demonstrate an ability to cope with students with severe emotional needs; assist with instruction and related activities in an assigned special education program; reinforce instruction to students with learning disabilities, language, communication and behavioral problems; perform clerical duties such as filing, duplicating and maintaining records; print and write legibly; add, subtract, multiply and divide quickly and accurately; understand and follow oral and written directions; communicate effectively with students and adults; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; communicate effectively both orally and in writing; supervise and discipline students according to approved policies and procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position will work with learning handicapped as well as severely emotionally disturbed students and must demonstrate patience, sensitivity and an ability to assist students who have been identified as having special emotional needs. As an employee of the Escondido Union High School District, this individual must present a professional, helpful and caring attitude, and must model the behavior expected of students and must be willing to provide paraprofessional assistance to the assigned teacher.