

## **Escondido Union High School District Job Description**

**Job Title:** Instructional Assistant V  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Instructional Support  
**FLSA Status:** Nonexempt  
**Salary Level:** Range 23  
**Approved By:** Board of Education  
**Approved Date:** August 30, 2011

### **NATURE OF WORK:**

The Instructional Assistant V provides support to the instructional program with specific responsibility for assisting in the supervision, care and instruction of autistic students; assisting in implementing plans for instruction, monitoring student behavior, documenting activities and progress; and supporting student's IEP goals.

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

Adapt classroom activities, assignments and or material as assigned by supervising instructional staff for the purpose of supporting and reinforcing classroom objectives.

Administer immediate first aid and or medical assistance as instructed by a health care professional for the purpose of meeting student's health care needs.

Attend in-service presentations (e.g. first aid, CPR, emergency procedures, ABA courses) for the purpose of acquiring information relative to job functions.

Collect ongoing daily data on IEP objectives to review student progress with the teachers

Communicate with supervising instructional staff, professional support personnel, and parents for the purpose of assisting in evaluating student progress and implementing IEP objectives.

Create a variety of documents and materials (e.g. games, schedules, visual supports, observation and success logs, etc) for the purpose of presenting and reinforcing learning concepts

Maintain instructional materials, daily activity/incident logs and manual and electronic files/ records for the purpose of ensuring availability of items; providing written reference, and meeting mandated requirements.

Monitor students during assigned periods within a variety of school environments

Assist teachers and other support staff in maintaining a safe and positive learning environment.

Participate in determination, development, implementation of behavior, instruction, and/or curricular management for eligible students.

Serve as a technical resource to other staff on the subject of Autism Spectrum Disorder

Handle challenging behavior calmly and help to reduce frustration and anxiety in students using research based methodologies such as TEACCH, PECS and ABA.

Attends to student's personal hygiene needs; change students' undergarments.

Maintains clean and sanitary environment, using disinfectants and other chemicals to appropriately clean up spills and accidents.

### **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 autistic high school students, or four years experience working in a facility or with adolescents with special needs.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Driver's License

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:**

Assist with instruction and related activities in an assigned special education program; reinforce instruction to students with learning disabilities, language, communication and behavioral problems; appropriately respond to students who exhibit aggressive behavior; 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; respond appropriately to frustrations exhibited by students, to be able to determine the appropriate expectations for the student to help them achieve their full potential for learning; understand and appreciate various cultures, and be sensitive to students with severe physical and/or mental handicaps; 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 stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds with assistance and occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the 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.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

## **COMMENTS**

The individual assigned to this position will work with special needs students and must demonstrate patience, sensitivity and an ability to assist students who have been identified as having severe educational needs. The individual must be able to work with students who may exhibit aggressive behavior, and be able to intervene appropriately. 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 and physical assistance to students.