



## MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

**Title:** Instructional Assistant - Intensive

**Reports to:** Site Principal

**Work Year:** 10 months, part-time position

**Salary Range:** 7

**Definition:** Under general supervision, provides instructional support to an assigned individual student or student(s) with mild, moderate, or severe learning, emotional, physical, and mild to moderate behavioral disabilities in various subjects areas to assist in implementing student Individualized Education Plans; observes, monitors, and records student performance and behavior; performs functions in support of classroom activities. Provides instructional support to general education students as assigned.

**Representative duties:**

- Performs necessary services required for the physical, social, emotional and academic needs of the student with exceptional needs
- Attends IEP meetings as needed.
- Maintains data logs regarding students' performances in various instructional and IEP objectives in order to measure student progress.
- Assists with the implementation of individual student plans.
- Utilize specific methodology (TEACCH, ABA, CPI) to help instruct students.
- Incorporates service provider strategies to teach specific skills.
- Assists students with hygiene requirements.
- Manages students with extreme behaviors (tantrums, property destruction etc.)
- Supervises work station time.
- Keeping students focused and on task
- Supports students in general education classes by helping them access the curriculum and implementing modifications and accommodations as specified in the IEP.
- Monitors safety and teaches social skills in a variety of settings including lunch, recess, field trips, and the classroom.
- Acts as a liaison between the general education and special education teacher.
- Assists with communication to parents via phone calls or other communication tools.
- Assists with instructional related activities such as correcting tests and homework, and organizing and implementing planned activities with supervision.
- Assists students with physical needs
- Assists students with the use of specialized equipment
- Other related duties as assigned



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### **Ability to:**

- Learn and understand the specific physical, emotional and behavioral needs of students.
- Learn the instructional methods and techniques used in the assigned program.
- Work independently with general guidance.
- Understand and carry out oral and written instructions.
- Maintain effective and cooperative working relationships with students, parents and staff
- Learn and apply rules and regulations related to assigned school
- Manage behavior in individual and small group settings
- Maintain calm and patience in stressful situations
- Maintain the confidentiality and security of sensitive information
- Organize and implement planned activities
- Meet schedules and deadlines
- Appropriately monitor student safety
- Assist with medical and safety emergencies in an effective and calm manner

### **Knowledge of:**

- Principles of child development and instructional processes

### **Skills:**

- Basic clerical functions
- Computer skills in a variety of computer programs
- Operate standard office equipment
- Effective oral and written communication
- Correct English usage, spelling, grammar and punctuation
- Perform basic mathematical calculations

### **Education:**

- A.A. Degree or two years of accredited college credit

### **Experience**

- One year experience in working with children in an educational setting
- One year experience in the care and supervision of students with special needs, autism, emotional disturbances, behavioral disorders, behavior management and non-aversive behavior management techniques highly desirable.

**Physical Requirements:** Performs work which is primarily in a classroom or playground setting, may occasionally accompany students and teachers on field trips off school site; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboards, telephone, common office machines); requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, run, stoop, reach and bend; requires lifting, pushing and or pulling books, supplies, equipment (mobility equipment) students and packages, approximately 50 pounds. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.