

**IMPERIAL UNIFIED SCHOOL  
DISTRICT**

**TITLE:** Instructional Assistant III  
**DEPARTMENT:** As Assigned  
**FLSA:** Non-Exempt  
**REVISED:**

**REPORTS TO:** Site Administrator  
**CLASSIFICATION:** Classified (10 month)  
**SALARY:** Classified Schedule Step 10  
**Board Approved:**

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**BASIC FUNCTION:** Under the direction of the Principal and Assistant Principal, assist a certificated teacher in the monitoring and instruction of individual or small groups of students with exceptional needs, assist students in performing their academic, social, behavioral, personal hygiene, daily living, self-help skills, and health needs; perform routine clerical and supportive tasks for instructional personnel.

**ESSENTIAL DUTIES:**

- Assist a certificated teacher in reinforcing instruction to individual or small groups of students with special needs in a classroom environment; assist in the preparation of instructional materials and implementation of lesson plans and developing students' daily living and behavioral skills.
- Assist with the implementation of Individual Education Plans (IEP); assist in the presentation and preparation of learning materials, instructional exercises; assist assigned students in reaching IEP academic, emotional, social, physical and behavioral goals.
- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; read books and written materials to students; assist students with math, reading, writing, letter recognition and word pronunciation.
- Assist students with performing and developing academic, social, behavioral skills; assist in shaping student's behavior through positive reinforcement and other strategies.
- Adapts classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom instruction and objectives.
- Assist students with personal hygiene and grooming, including toileting, feeding, changing, and diapering, that could involve lifting and or transferring and other personal care activities.
- Transfer students, including using lifts, walkers, and wheelchairs, for the purpose of assisting them in performing their daily activities, hygiene, and health care requirements.
- Escort students to and from designated locations as directed; assist in loading and unloading students on and off buses; push students in wheelchairs; assist students with adaptive devices as needed.
- Transport students for the purpose of ensuring their safe and timely arrival for educational, transitional, work, and community based activities.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating, scheduling, and filing instructional materials; maintain student records, behavioral logs and files as assigned.
- Assist students in completing classroom assignments, homework and projects; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Administer various tests as directed; score a variety of tests and record results; prepare documentation as required.
- Record progress notes and data for the purpose of documenting student activities and progress.

- Observe, reinforce and control behavior of students in the classroom according to approved techniques and procedures; supervise and observe student behavior during meal and snack times, passing periods, recess, field trips, assemblies and other school events and activities as directed; report progress regarding student performance and behavior.
- Communicate with teachers, staff, and/or appropriate community agency personnel concerning student progress, effective communication and/or behavioral methods, implementation of student objectives, programs and materials to meet the individual needs of special education students.
- Monitors individual students, classroom and/or playground activities for the purpose of maintaining a safe and positive learning environment.
- Assists to instruct and develop student objectives in accordance with student Individualized Education Programs, Individualized Family Service Plans, and Section 504 Plans.
- Record progress notes and data for the purpose of providing documentation of activities, progress, and administrating discrete trial training.
- Assists other personnel for the purpose of generalization of student's IEP goals and objectives to naturalized settings.
- Administers first aid and medical/hygiene assistance for the purpose of providing appropriate care for ill, medically fragile and/or injured students according to established procedures; respond to medical emergencies and prepare related paperwork as appropriate; refer students to the health office as needed.
- With appropriate training by District health personnel; may perform specialized health care procedures such as administering Epipen for students experiencing allergic reactions.
- Operate a variety of classroom and office equipment including a printer, laminator, overhead projector, a computer and assigned software as assigned; operate adaptive equipment, assistive devices or mobility related equipment as directed.
- Provide classroom support to the teacher by assisting in setting up work areas, displays, and distributing and collecting paper, supplies and materials.
- Assist to maintain a variety of records and files, including confidential student records and information.
- Assist students in the operation of a variety of instructional technology; facilitate effective communication for students using assistive technology.
- Assure the health and safety of students by following established practices and procedures; maintain a learning environment in a safe, orderly and clean manner. Clean and sanitize work areas, sinks, toilets, linens, and equipment for the purpose of ensuring a safe environment.
- Assist to maintain an appropriate inventory of classroom and instructional materials, supplies, and equipment.
- Assist other personnel as may be required for the purpose of supporting students.
- Attend and participate in meetings and in-service trainings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:**

- Knowledge of policies, procedures, practices, laws, codes and regulations; basic subjects taught in District schools including but not limited to arithmetic, reading, writing, grammar, and spelling; correct English usage, grammar, spelling, punctuation and vocabulary; correct oral and written usage of English; safe practices in classroom and playground activities; classroom procedures and appropriate student conduct; techniques for controlling aggressive behavior;

basic instructional methods, techniques, principles, practices and processes; basic record-keeping and report preparation methods; basic child and student development and guidance; general principles, practices, procedures and techniques involved in providing behavior modification, applied behavior analysis, positive behavior intervention, behavior modification plans, and related sessions, treatment, learning, and intervention activities.

- Skills to apply assessment instruments; curriculum and relevant policies and practices; intervention techniques in crises situations; operate equipment in a proper and safe manner; apply problem-solving techniques; records maintenance; software applications appropriate to assignment, data management, and student information; communicate effectively and professionally using tact, patience, and courtesy.
- Abilities to develop and implement goals, behavior modification plans, accommodations, and modifications; understand and address needs and concerns of students with exceptional needs; understand and carry out oral and written instructions; maintain the confidentiality of records and information; meet schedules and deadlines; read/interpret/apply rules and regulations; rapidly learn methods and materials used in a variety of instructional situations; exercise interpersonal skills using tact, patience, and courtesy.

**MINIMUM QUALIFICATIONS:**

**EXPERIENCE**

- Prior job-related experience with school age children in behavior treatment approaches
- Prior experience working with children with Autism and/or significant disabilities.

**EDUCATION**

Must meet requirements specified under every Student Succeeds Act (ESSA). Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level). OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics may be substituted for two years of college credit or the A.A. Degree or higher.

**LICENSES AND OTHER REQUIREMENTS:**

- Standard first aid certificate and CPR certification issued by an authorized agency must be obtained and presented to the Human Resources department within the first 30 days of employment
- Crisis Prevention Intervention ("CPI") Training
- Valid California Driver's License and Evidence of Insurability

**WORKING CONDITIONS:**

Indoor and outdoor school settings which can include office and outdoor interactions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.

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- Bending at the waist, kneeling or crouching to assist students.
  - Lifting and carrying moderately heavy objects.
  - Stooping/crouching and reaching/handling.
  - Pushing or repositioning students in wheelchairs and orthopedic equipment as assigned by the position.
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