



# Sulphur Springs Union School District

## Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School  
Leona Cox Community School  
Pinetree Community School

Fair Oaks Ranch Community School  
Mint Canyon Community School  
Sulphur Springs Community School

Golden Oak Community School  
Mitchell Community School  
Valley View Community School

## INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION (Severe)

### DEFINITION

Under the general supervision of a certificated administrator and direction of a teacher, to instruct pupils individually or in groups in accordance with prescribed learning objectives; to act as a Instructional Assistant-Special Education (Severe) to a teacher in performing assigned tasks.

### CLASS CHARACTERISTICS

Positions assigned to this class assist classroom teachers and instructional specialists in a variety of special education programs and instructional settings. Incumbents have as a primary and continuing assignment the support and reinforcement of instruction designed and planned by a professional staff member and the performance of routine instructional related clerical work. Incumbents may be assigned to specialized learning programs and may learn the characteristics of the program through on-the-job training and workshop attendance; however, the entrance requirements of all positions in this class are highly similar, except where personality may be a factor in the final selection. Positions in this class are differentiated from Instructional Assistant-Special Education positions in that incumbents deal specifically with students with special needs.

### EXAMPLES OF DUTIES

*The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class. May include, but are not limited to, the following:*

- Provides individualized instruction by matching instruction to needs of each pupil
- Confers on a regular basis with teacher in regard to planning and scheduling activities, instructional goals and objectives, pupil progress, and pertinent health or behavior problems
- Assists with supervision of classroom, outdoor playground, and field trip activities to direct pupils into safe activities and relationships
- Assists teachers with implementation of pupil's Individualized Education Program (IEP) through instruction in a wide variety of activities
- Assists teachers in implementing the curriculum through individual and group instruction
- Helps pupils learn normal speech patterns by helping them produce sounds, words, and sentences
- Helps pupils learn to be aware of their personal appearance and to learn how to take care of personal needs
- May participate as a member of the appropriate team or committee to assist staff with developing and implementing individual health care plans
- Guides pupils or provides an example in a variety of areas: Physical development and fitness, communication, personal hygiene, academic learning, vocational skills, and is often assigned to do more in-depth work in one of these areas
- Assists teacher in establishing and maintaining a clean, safe and pleasant classroom and learning environment
- Assists teachers with the modification and maintenance of appropriate standards of behavior for pupils
- Assists lifting of pupils in and out of wheelchairs, braces, and other orthopedic equipment

- Assists staff member in positioning pupils and in rendering various forms of personal care such as toileting and diapering, when necessary; assists pupils in dressing, undressing, bathing and grooming as needed
- Assists pupils to learn through the use of computers and other teaching aids
- Helps pupils to be self-reliant, relate to individuals and groups who are not handicapped, and to learn how to sequence tasks
- Works with pupils individually or in small groups
- Provides assistance to pupils learning vocational skills
- May administer first aide
- Under the direction of the school administrator, and the procedure observed by a certificated school staff member, assists pupils with taking medication
- Accompanies or assists pupils to and from school bus or other transportation and in moving to and from activities on school site or campus
- Accompanies and assists certificated personnel during the transporting and instructing of pupils in off-campus or community-based settings
- Rides with pupils on the bus which transports the pupils to and from school
- May pick up breakfast and/or lunches from a nearby area school lunch room
- Prepares lunch trays and, under direction of certificated staff, feeds pupils unable to feed themselves
- Attends inservice and staff meetings as required
- Perform routine clerical tasks, operates duplicating machines, assembles material for classroom projects, prepare material and master, perform incidental typing tasks
- Maintains confidentiality of pupil records in accordance with legal requirements and policies
- Performs related duties as required

## **QUALIFICATIONS**

### **Knowledge of:**

- Practical learning patterns and behavior;
- Basic characteristics of human behavior;
- Elementary concepts of child development and behavior;
- Basic communication skills;
- Reading, speaking, and writing in English;
- Personal hygiene practices;
- Basic math skills.

### **Ability to:**

- Communicate with pupils and staff and motivate pupils to participate in learning activities;
- Maintain emotional control under difficult situations;
- Effectively react to emergencies;
- Learn and adapt to new procedures and conditions, and learn to tutor pupils in any subject matter or to work with pupils who have special learning needs;
- Establish and maintain an effective working relationship with pupils and staff;
- Recognize and report safety hazards;
- Learn laws, rules, practices, and procedures related to public education for pupils and related to the program to which assigned;
- Perform routine clerical work such as incidental typing, sorting, measuring, cutting, filing, and duplicating;
- Communicate effectively, both orally and in writing, in English;
- Assist in the supervision of pupils in the classroom and out of doors.

## **EXPERIENCE AND EDUCATION**

Any combination of education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

One year of paid experience working with children,

**AND**

**Education:**

Graduation from high school or equivalent. Completion of 30 college semester units, which includes course work directly related to the job, such as child psychology, early child care or child growth and development may substitute for six (6) months of the required experience. Completion of District approved training program for Instructional Assistant-Special Education (Severe) may substitute for the one year of experience or six (6) of the college semester units.

**SPECIAL INFORMATION**

Some positions in this classification may be required the availability of private transportation. Some positions may require the ability to lift or move pupils who weight up to 50 pounds. The employee may be required to use a multi-person lift or learn the use of mechanical lifting equipment to lift or move pupils who may weigh in excess of 50 pounds, or pupil of any weight who may present other lifting problems. Some assignments may require constant attention of protecting physical safety in a classroom where pupils, because of assaultive or self-abusive tendencies, and could cause serious injury to themselves or others.

**ESSENTIAL JOB FUNCTIONS**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines;
- Able to conduct verbal conversation;
- Able to hear normal range verbal conversation (approximately 60 decibels);
- Able to sit, stand, stoop, kneel, bend and walk;
- Able to sit for sustained periods of time;
- Able to kneel or squat for extended periods of time;
- Able to climb slopes, stairs, steps, ramps and ladders;
- Able to lift up to **50** pounds;
- Able to carry up to **50** pounds;
- Able to push and pull objects weighing up to **100** pounds;
- Able to sustain physical activity **for a minimum of 3.75 hrs.**;
- Able to exhibit full range of motion for:
  - -shoulder external rotation and internal rotation;
  - -shoulder abduction and adduction;
  - -elbow extension and flexion;
  - -shoulder extension and flexion;
  - -back lateral flexion;
  - -hip flexion and extension;
  - -knee flexion;
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner;
- Able to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction;
- Able to demonstrate manual dexterity necessary to assist students with buttoning clothing and eating, operate a computer, or assist staff with toileting/diapering procedures.

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*

## **PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT**

*The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.*

### **PHYSICAL DEMANDS ASSOCIATED TASKS**

#### **Vision: (which may be corrected)**

Read normal print

#### **To perform tasks such as to:**

Read curriculum and grade student work

#### **Hearing: (which may be corrected)**

Hear sounds which warn of potential danger

#### **To perform tasks such as to:**

Supervise students and respond to emergencies; hear breaking glass or falling furniture; hear students cry or scream

Hear speech in classroom setting

Respond to student questions; listen to reading groups

#### **Speech:**

Speak with a level of proficiency and volume to be understood in face-to-face public contact

Speak with a level of proficiency and volume to be understood in a classroom

Speak for prolonged periods

#### **To perform tasks such as to:**

Communicate with teachers and students

Reinforce instructions and talk to groups of students

Instruct and supervise students

#### **Upper Body Mobility:**

Use hands and fingers to feel, grasp, and manipulate objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects

#### **To perform tasks such as to:**

Assist students with back packs and small special equipment; provide physical assistance to students, write with pencil and pen; feed student; use hand to guide hand of student; carry student materials, tie shoes

Turn, raise, and lower head, twist and bend at torso

Tie shoes, assist students with mobility, sit and kneel on floor to work with students, and respond to emergencies

#### **Lower Body Mobility:**

Walk on uneven terrain

Walk on even surfaces

#### **To perform tasks such as to:**

Supervise students on playground

Supervise students in the classroom setting; step up and over projects, boxes and other classroom clutter

Climb stairs

Walk to classrooms; follow disaster plan (some positions)

Bend at waist

Pick up materials; assist children at desks

Stoop

Assist students to tie shoes; clean spills; assist student who has fallen to get up

Stand for prolonged periods of 50 minutes

Circulate throughout classroom

#### **Strength:**

To lift, and/or carry objects which weigh as much as 25 pounds on a regular basis

#### **To perform tasks such as to:**

Lift instructional materials; lift stack of books

To lift and/or carry objects which weigh as much as 50 pounds on an occasional basis

**Environmental Requirements:**

Constant work interruptions

Work around dirt/dust

Work independently

Work cooperatively with others

Work inside

**Mental Requirement:**

Read, write, understand, interpret, and apply information at 12th grade proficiency level

Math skills at a 12th grade proficiency level

Copying

Coordinating

Judgment and process information quickly

Learn quickly and follow verbal procedures

Listen

Demonstrate

Give verbal instruction

Lift, carry, or restrain a child, if necessary

**To perform tasks such as to:**

Instruct and supervise students; respond to student questions

Supervise students outdoors

Instruct groups of students in absence of teacher; supervise students during recess

Coordinate activities with teachers and staff

Perform all classroom duties

**To perform tasks such as to:**

Read and understand curriculum; reinforce instruction in all subject areas

Reinforce instruction; correct and grade papers

Document information and maintain student records

Set up projects or field trips

Make quick decisions to work safely and effectively with students

Reinforce teacher instruction; assist teacher by following spontaneous instructions; follow

instructions in emergency; follow child abuse reporting procedures

Understand student questions

Reinforce teacher lessons

Instruct and supervise students

The Sulphur Springs School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

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