

**INCLUSION INSTRUCTIONAL ASSISTANT - I**  
Classified Job Description

**DEFINITION:**

Under the direction and supervision of the site Principal, and in cooperation with the Classroom teacher, Full Inclusion Teacher, Behaviorist, School Psychologist and/or other staff involved in the identified student's IEP, performs the necessary duties to assist in the supervision, care, and assigned instructional areas to meet the individual needs of the designated Special Education Student(s) and assist in the daily operation of the classroom.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

Provides assistance to the student, as necessary, through all daily school activities as needed.

Collects on-going performance data related to the student's IEP objectives.

Maintains communication amongst the identified administrators, Full Inclusion teacher/case manager, Behaviorist and regular education teacher, and with the parent, when deemed appropriate.

Facilitates the development of peer relationships and supports of other students in the classroom.

Assists and implements curriculum and behavior modifications to meet the needs of the student(s) in accordance with the recommendations from the Full Inclusion teacher/case manager, Behaviorist, classroom teacher and administration.

Works with student(s) in small groups, or on a one-to-one basis to reinforce skills or supplement classroom work.

Prepares for and assists with various classroom projects.

Assists in the preparation of graphic and written teaching materials.

Participates in Special Education Student's Collaboration team meetings, IEP meetings, and appropriate training activities as needed.

Accompanies and supervises the Special Education student(s) in classroom, playground and school activities and the arrival and departure of students.

In addition, may perform the following duties or related duties as assigned:

Work with wheelchairs and other equipment for physically handicapped students.

Serve meals and/or assist in feeding.

Load and unload busses.

Put on, and/or remove prosthesis and other similar duties specific to the severely handicapped population.

Work with assistive technology devices such as specialized computer software.

**QUALIFICATIONS/KNOWLEDGE OF**

Correct English usage including vocabulary, spelling, grammar, and punctuation.

Effective communication skills, both oral and written.

Principles, practices, and applications of subject of matter or discipline to which assigned.

Indoor/outdoor recreational activities suitable for handicapped students.

Safe work practices and proper lifting techniques.

Knowledge of safe play precautions and practices.

Knowledge of basic record keeping forms related to the special education program.

**ABILITY TO:**

Perform competently and demonstrate skill and knowledge in the area of responsibility.

Understand and carry out oral and written directions.

Perform routine clerical work with accuracy.

Develop rapport with all students, being fair, consistent and respectful.

Establish and maintain cooperative working relationships with staff, students and parents.

Take appropriate action in emergency situations; follow procedures in a calm, responsible manner.

Analyze situations including instruction, class and behavior management, implement an effective course of action, and monitor student progress.

Maintain and improve professional skills and knowledge.

Maintain confidentiality of school and student related information.

Ability to follow instructions and demonstrate initiative.

Ability to work independent of supervision.

Be flexible and receptive to change.

Learn and follow practices, rules, policies of the District and the school to which assigned.

Pass the health screening panel evaluation required by RESIG for this position.

**REQUIREMENTS:**

***Physical ability to:***

*Lift/carry up to 10 pounds of weight frequently—50—100 feet at a time*

*Lift/carry up to 25 pounds of weight occasionally—up to 100 feet at a time*

*Lift/carry up to 50 pounds of weight occasionally—from 10—100 feet at a time*

*Lift/carry up to 75 pounds of weight occasionally—with assistance-weights moved several feet at a time for toileting and transfers*

*Lift/carry up to 100 pounds of weight rarely-with assistance-weights moved several feet at a time for toileting and transfers*

*Use repetitive hand motion, simple and power grasping, hand/arm twisting/turning.*

*Handle walking on uneven pavement, possible exposure to student illness, injuries, infections and bodily fluids, and chemicals contained in cleaning products.*

*Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting 50 pounds on a regular basis and periodically lifting in excess of 50 pounds with assistance; may be required to accompany students on field trips; must be able to lift and physically restrain students at times, to take appropriate action in emergency situations, and follow procedures in a calm, responsible manner.*

**EXPERIENCE AND/OR TRAINING**

Experience working with students/persons with special needs

Experience as classroom Instructional Assistant or Teacher

**LICENSES, CERTIFICATES, AND DOCUMENTATION REQUIRED**

Possession of valid California Driver's License

Possession of Instructional Aide Proficiency Certificate

Possession of valid/current CPR and First Aid Certificates

Documentation attesting to skills, training and/or experience in all areas relating to this position

Approved: 10/10/95  
Revised: 7/14/98; 6-01; 5/15/08  
RESIG Requirements: 5/15/08  
Job Title Revised: 8/21/08