

## **RESOURCE SPECIALIST PROGRAM INSTRUCTIONAL ASSISTANT**

### **Classified Job Description**

#### **DEFINITION**

Under the general direction and supervision of the site Principal, and in conjunction with the Resource Specialist teacher, provides specialized tutorial and small group assistance to students with special needs and/or who are performing below capacity in identified academic areas.

#### **EXAMPLES OF DUTIES**

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

Under the supervision of a certificated teacher, provides individual and/or small group assistance and support to students with special needs.

Under the direction of the RSP classroom teacher, plans curriculum and prepares instructional materials to meet specific improvement needs of individual and small groups of pupils.

Works with students in small groups, or a one-to-one basis to reinforce basic skills or to supplement classroom work.

Prepares and maintains student records relevant to the Individualized Educational Plan.

Explores both existing and creative techniques that will motivate pupils to enjoy reading both for learning and pleasure.

Exercises patience and flexibility to meet changing and variable program needs.

Participates in staff development activities within the District, offered by the Sonoma County Office of Education, or from other educational training agencies.

Maintains the confidentiality of school and student related information.

Relates positively to students, staff and the public.

Maintains cooperative relationships with those contracted in the course of work.

Performs other related work as required.

#### **QUALIFICATIONS/KNOWLEDGE OF**

Correct English usage including vocabulary, spelling, grammar, and punctuation and math; general classroom procedures and equipment.

Basic methods and components of reading instruction and tutorial methodology for students.

Basic knowledge of the District's adopted curriculum.

Child development theory, behavior modification techniques, teaching strategies, classroom procedures, pupil motivation techniques.

Diagnostic procedures and instruments for use to effectively assess deficiencies in the individual pupil Reading skills.

Interpretation and recording of diagnostic results.

Computers and computer software relevant to identified student needs.

Effective communication skills, both oral and written.

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

Indoor/outdoor recreational activities suitable for special needs 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.

Motivate students to want to read both for learning and enjoyment through a variety of techniques.

Monitor and adjust material and instructional strategies to meet individual and changing needs, interest levels and attention spans of students, both with and without learning difficulties.

Communicate with clarity and effectively with staff parents, and especially with students.

Assist pupils to read and more effectively accomplish other classroom assignments.

Stay current regarding evolving technological developments that might further enhance the school program.

Maintain cooperative relationships with those contacted in the course of work.

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

Maintain the confidentiality of school and student related information.

Present a positive image of the school to students, staff, parents, the District and the community.

Perform clerical work with accuracy.

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

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.

Follow instructions and demonstrate initiative.

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*

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

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

**EXPERIENCE AND/OR TRAINING**

At least one year experience working with children or in youth related activities

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

**Revised: June 2001**