



INSTRUCTIONAL ASSISTANT SPECIALIZED CARE - BILINGUAL

DEFINITION:

Under general supervision, performs bilingual paraprofessional instructional activities; assists in the conduct of intensified learning experiences for students in assigned areas of study; performs a variety of clerical and supportive tasks for instructional personnel; does other related work as assigned; performs specialized physical health care procedures.

DUTIES:

Uses second language and cultural experiences to assist instructional personnel with the presentation of learning materials and instructional exercises; tutors individuals and small groups of students to reinforce and follow-up learning activities; monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by instructional personnel; may supervise classroom, playground, lunch and study trip activities; directs students into safe activities and in the development of appropriate social behavior; assists in the management and shaping of student behavior through the use of positive reinforcement strategies; assists in the development of a variety of instructional materials for use with individuals and small groups of students, or in activity centers; maintains student records and files; operates a variety of instructional media, and office machines and equipment; monitors resource centers and assists students in the utilization of center materials and equipment; administers and scores tests and records the results; distributes and maintains inventory of textbooks, supplies and equipment; collects, assembles, catalogs and distributes resource materials; assists in maintaining a neat, orderly and attractive learning environment; may administer basic first aid; may assist in parent conferences; may assist children in dressing, undressing and in specialized toileting needs, may assist students in development of wholesome nutritional habits; may monitor student medication needs; may assist others with lifting students in and out of a wheel chair; assists students with tube feeding, suctioning, or other specialized health care procedures including nebulizer, blood testing for diabetes, catheterization, continuous need to feed a child, daily lifting, daily diapering, apparatus such as wheel chairs, walkers, hydraulic lifts; must be able to lift or carry students and/or apparatus; may monitor student medication needs.

EMPLOYMENT STANDARDS:

Knowledge of

- general concepts of child development and child behavior characteristics
- student behavior management techniques and strategies
- simple record keeping and record management

- basic first aid principles
- basic subjects taught in district schools, including mathematics, reading, writing, grammar, and spelling

Ability to

- understand and carry out oral and written directions in English and a second language
- communicate satisfactorily in oral and written form
- demonstrate an understanding, patient, warm and receptive attitude toward children
- understand and work effectively with children with special needs, instructional materials, computers, programs and aids used in special education
- learn and apply specialized tutorial and testing techniques
- willingness to learn special education laws, regulations and policies; goals and objectives, IEP's, 504 plans
- learn and utilize simple methods and procedures to be followed in an instructional setting
- establish and maintain a positive, cooperative and effective working relationship with children and adults
- perform simple clerical tasks and operate standard office machines
- work independently
- collaborate in the development of a variety of instructional materials
- ability to work independently, be flexible and maintain confidentiality over Physical Abilities
- walking, sitting or standing for extended periods of time
- bending at the waist, kneeling or crouching to assist students
- restrain students who become physically aggressive
- hearing and speaking to exchange information and make presentation
- seeing to read assignments and to monitor student activities
- pushing, pulling, lifting and carrying supplies and equipment
- reaching overhead and above shoulders

Education

- equivalent to completion of twelfth grade with course work in working with severely handicapped clients, psychology and child growth and development desirable
- must pass the Encinitas Union School District Instructional Aide Proficiency Test as required by State law

Experience

- none required but one year of paid or voluntary experience working with severely handicapped children in an educational, child care, bilingual/bicultural or special education setting is desirable, and may be substituted for the supplementary educational training

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit, reach with hands and arms, pushing, pulling, lifting and carrying supplies and equipment and, taste or smell. The employee may be required to restrain students who become physically aggressive.

The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

- potential exposure to communicable diseases and contact with blood and other body fluids
- potential exposure to physical injury from aggressive behavior
- potential exposure to duplication equipment chemicals

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions.

The noise level in the work environment is usually moderate.

Range: 8.5 9/25/97