CLASS TITLE: INSTRUCTIONAL ASSISTANT-DISABLED STUDENTS

BASIC FUNCTION:
Under the direction of the Coordinator, Disabled Students Program and Services, assist instructors in the implementation of an instructional program for students with disabilities; assist in the preparation of instructional materials and perform related clerical duties as assigned.

REPRESENTATIVE DUTIES:
Assist instructor working with individuals or in small groups with repetitive instructions or developing special skills; assist instructor in developing instructional plans. E

Assist instructor in behavior modification program to control aggressive or maladaptive behavior. E

Assist instructors in evaluating and recording student work and progress. E

Assist in the preparation of instructional materials; perform a variety of general clerical duties such as typing, filing, maintaining attendance, student information and progress on appropriate forms and records; duplicate instructional materials. E

Escort students to and from classes as needed. E

Operate instructional equipment such as audio-visual equipment. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic knowledge of learning disabled, developmentally disabled, autistic and sensory deprived adults
Behavior modification techniques
General needs and behavior of students with disabilities
Instructional methods and techniques
Record-keeping techniques
Oral and written communications skills
Operation of assigned instructional equipment
Correct English usage, grammar, spelling, punctuation and vocabulary
Basic First Aid procedures
Interpersonal skills using tact, patience and courtesy
Basic knowledge of American Sign Language may be required of some positions

ABILITY TO:

Understand and apply basic principles of the special education and behavior modification
Operate assigned instructional equipment
Speak clearly and distinctly
Understand and follow oral and written directions
Plan and organize work
Learn quickly to apply specific rules, policies and procedures of program to which assigned

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college experience including
course work in special education and some related experience with the developmentally
disabled in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Valid and current First Aid and CPR Certificate issued by the American Red Cross, the
American Heart Association or other authorized agency
Knowledge of American Sign Language may be required of some positions

WORKING CONDITIONS:

ENVIRONMENT:

Instructional and classroom environment
Dealing with developmentally disabled students

PHYSICAL ABILITIES:

Hearing and speaking to communicate with students, staff, and parents
Dexterity of hands and fingers to operate office equipment
Reaching to retrieve and file records
Standing and walking for extended periods of time

HAZARDS:

Exposure to aggressive, anti-social, or maladaptive student behavior