

TUOLUMNE COUNTY  
SUPERINTENDENT OF SCHOOLS OFFICE

175 South Fairview Lane • Sonora, CA 95370  
(209) 536-2000



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**CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; assist in the preparation of instructional materials and implementation of instructional activities; perform related clerical and health care duties as assigned.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

1. Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom environment; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning instructional activities and materials to meet student needs; accompany and assist students in mainstreamed classes as required.
2. Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
3. Observe and control behavior of students in the classroom according to established policies and procedures; monitor and assist students during outdoor, physical education, field trip and other activities as required; monitor and report progress regarding student performance and behavior.
4. Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation of lesson plans and instructional activities; assist students with meeting IEP goals.
5. Assist students with performing and developing daily living skills as assigned; assist students with eating activities; toilet students and change diapers and soiled clothing as needed; assist students with personal hygiene including dressing, washing and grooming as required.
6. Assist students with letter and word pronunciation and recognition as required; assist students with spelling and writing exercises and assignments.
7. Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner.
8. Provide medical assistance and health care to special education students as assigned; administer basic first aid and CPR according to established procedures as needed; assist students with tube feeding, seizures, physical therapy, medications and other health care activities as required.

9. Perform a variety of clerical duties in support of classroom activities such as researching, preparing, typing, duplicating and filing instructional materials as required; grade student tests and assignments as assigned; administer and monitor students during tests as directed.
10. Assist students with performing and developing independent living, organizational, communication, social and self-help skills as assigned.
11. Escort students to and from buses, classes and other locations as assigned; push student wheelchairs; load and unload students on and off of buses as required; accompany students on buses as assigned.
12. Provide classroom support to the teacher by setting up work areas, decorations and displays, and distributing and collecting paper, supplies and materials; assist with ordering classroom supplies; assist students with organizing personal belongings as needed.
13. Communicate with staff and various outside agencies to exchange information and resolve issues or concerns related to student needs and assigned special education functions; prepare and distribute correspondence as assigned.
14. Operate a variety of office and classroom equipment such as a copier, computer and assigned software; assist student with computer operations and assignments; utilize lifts, power-driven wheel chairs and other adaptive equipment as required; operate audio-visual equipment as assigned.
15. Participate in the preparation and serving of food to students as required; order food for students from the cafeteria and clean up after student meals; assist students during cooking classes and related exercises and assignments as assigned.
16. Maintain various records and files related to students, health care, progress and assigned activities; collect and process various forms.
17. Attend and participate in meetings and in-services as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Child guidance principles and practices related to children with special education needs.
- Problems and concerns of students with special needs.
- Safe practices in classroom and outdoor activities.
- Basic subjects taught in County Office schools including arithmetic, reading, writing, grammar and spelling.
- Basic instructional methods and techniques.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and filing techniques.

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AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**ABILITY TO:**

- Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment.
- Assist in the preparation of instructional materials and implementation of instructional activities.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Understand and relate to children with special needs.
- Provide student assistance with daily living and health care activities as assigned.
- Demonstrate an understanding, patient and receptive attitude toward special education students.
- Observe health and safety regulations.
- Maintain records and files.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":

Complete at least 2 years of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

**LICENSES AND OTHER REQUIREMENTS:**

Designated positions within this classification may require a valid First Aid and CPR Certificate issued by an authorized agency.

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**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and outdoor environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Lifting and carrying students as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

**HAZARDS:**

Exposure to bodily fluids, bloodborne pathogens and infectious diseases.

Contact with dissatisfied or abusive individuals.

**SALARY:**

**REGULAR AIDE POSITIONS:**

Classified Salary Schedule Range 2, Steps 1-3 (\$12.23 to \$13.51 per hour depending on experience)

**SUBSTITUTE AIDES**

\$12.23 per hour

**APPLICATION PROCEDURE:**

To be considered for this position, please submit the following items:

- Letter of application outlining your interest in and qualifications for this position
- Completed Tuolumne County Superintendent of Schools classified application

Return required material to:

Danna Fritz, Director, Human Resources  
 Tuolumne County Superintendent of Schools  
 175 S. Fairview Lane  
 Sonora, CA 95370  
 209-536-2011

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