

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION**

**DEFINITION:** Under the direct supervision of special education teachers and other certificated personnel assists in the performance of their duties, the supervision of pupils, and in instructional tasks.

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

- Assist in instructing students on a one-to-one or small group basis because of individual and specific identified learning disabilities
- Assist teachers with the presentation of learning materials and instructional activities
- Tutor individuals and small groups of students; monitor and assist students through drill, study, and research activities after lessons and instructions have been provided by the teacher
- Assist in keeping daily records of attendance, behavioral changes, etc., for the State of California Evaluation Board
- Maintain routine informational and operational records
- Assist the teacher in conferences and communications with parents
- Assist physically handicapped students as needed
- Assist teacher with routine classroom detailed or clerical duties
- Assist teacher monitoring and modifying student behavior using basic B.M.S.
- Order and distribute audiovisual equipment and instructional materials and photocopy teaching materials as needed
- Other duties as assigned

**QUALIFICATIONS:**

**Knowledge of:**

- Special Education
- Students identified learning disabilities, in order to be able to assist in the learning process
- Proper English usage, spelling, grammar and punctuation
- Excellent reading, writing, spelling and computational skills required
- Basic Arithmetic
- Basic Behavior Management Strategies
- Curriculum approaches appropriate to special education students
- Simple record keeping

**Ability to:**

- Establish relationships with students
- Develop and maintain cooperative working relations with those contacted in the course of the work
- Work independently on your own initiative
- Perform and/or participate in special areas of instruction
- Speak and write effectively in English
- Have inexhaustible patience assisting students who have identified learning disabilities

**EDUCATION AND EXPERIENCE:**

- Any combination of education and/or experience that would demonstrate possession of the knowledge and abilities listed herein
- Completion of the twelfth grade
- A minimum of 20 hours of SELPA Coursework is required to be completed within one year of hire
- Associate of Art degree or coursework within the related field is desirable

**PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:**

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 30 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

**WORKING CONDITIONS:**

Indoor and outdoor working environment subject to bending, crouching, kneeling and reaching in all directions

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license is desirable
- Valid CPR/First Aid Certificate is desirable

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures