

OAK PARK UNIFIED SCHOOL DISTRICT  
INSTRUCTIONAL ASSISTANT II (SPECIAL EDUCATION)

**DEFINITION**

***This is a part time position/full time position working with special education students between the ages of 3 and 21, with the specific assignment based on the needs of the student and program.***

***SALARY: See current classified salary schedules***

Under the supervision of a Principal and the direction of certificated staff, assist in providing and reinforcing instruction to individual or small groups of students with special needs and identified disabilities in general or special education environments; prepare instructional materials; provide assistance with self help skills and personal hygiene; and perform clerical duties in support of student performance and behavior.

**ESSENTIAL DUTIES**

Assist a certificated teacher in providing academic instruction to individual or small groups of students with special needs and identified disabilities in special or general education environments; provide support to special education students in areas including social skills, motor skills, behavior management, personal hygiene, independence, and self help skills; maintain order in the absence of the teacher; administer individual and group tests; score objective tests and student assignments; maintain student attendance and progress records; collect specific data under the direction of the teacher; escort students to other areas on campus as needed to assist them and monitor their behavior; operate audio-visual equipment and other instructional equipment; communicate with teachers regarding individual student progress and behavior; recommend to teachers modified instructional materials to meet individual student needs; utilize approved behavior management techniques under the direction of the teacher; perform clerical duties in support of classroom activities such as duplicating and filing instructional materials; inventory and order supplies; perform related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:** Basic principles of child guidance and early childhood development; special needs and problems of students with disabilities; basic subjects taught; oral and written communication skills; record keeping methods; effective interpersonal skills.

**Ability to:** Assist a certificated teacher in an assigned learning environment; tutor students with disabilities in a general or special education setting; reinforce materials presented by the teacher; relate effectively to students with special needs; perform clerical support duties including data collection and progress monitoring; work effectively and cooperatively with teachers, students, parents, and administrators; learn the methods, procedures and limitations of the assignment; monitor students in the classroom and in other locations on campus.

**Education and Work Experience:** A high school diploma (or its equivalent, one year of experience working with students in an organized setting, AND two years of college (48 units) OR an AA degree (or higher).

**WORKING CONDITIONS**

General or special education learning environments; other locations on campus as appropriate to support students with special needs.

## **APPLICATION PROCEDURES**

Contact the Personnel Office for application form: 5801 E. Conifer Street, Oak Park, CA 91377

### ***PHYSICAL ABILITIES***

- *Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines.*
- *Able to conduct verbal conversation.*
- *Able to hear normal range verbal conversation (approximately 60 decibels).*
- *Able to sit, stand, stoop, kneel, bend, walk.*
- *Able to climb slopes, stairs, steps, and ladders.*
- *Able to sit for sustained periods of time.*
- *Able to kneel or squat for extended periods of time.*
- *Able to lift up to 70 pounds frequently, and 80 occasionally.*
- *Able to carry up to 70 pounds frequently, and 80 occasionally.*
- *Able to push and pull objects weighing up to 80 pounds.*
- *Able to sustain strenuous manual labor for 4 hours with legal breaks.*
- *Able to exhibit full range of motion for shoulder external rotation and internal rotation.*
- *Able to exhibit full range of motion for shoulder abduction and adduction.*
- *Able to exhibit full range of motions for shoulder extension and flexion.*
- *Able to exhibit full range of motion for elbow flexion and extension.*
- *Able to exhibit full range of motion for back lateral flexion.*
- *Able to exhibit full range of motion for hip flexion and extension.*
- *Able to exhibit full range of motion for knee flexion.*
- *Able to demonstrate manual dexterity necessary to assist students with buttoning clothing and eating, operate a computer or assist staff with toileting procedures.*
- *Able to operate a variety of office and audio-visual equipment in a safe and efficient manner.*

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