

**JOB DESCRIPTION**

***Job Title: Instructional Assistant, Mild/Moderate (9848)***

**Job Summary:**

The job of Instructional Assistant Mild/Moderate is done for the purposes of directing learning experiences, maintaining a suitable learning environment; preparing appropriate materials; maintaining appropriate records; assisting in the implementation of the IEP; and performing other related duties as assigned under the direction of a certified teacher.

**Essential Job Functions:**

- Assists teachers to prepare and present instructional materials for the purpose of implementing the instructional program.
- Assists teachers for the purpose of maintaining a cooperative and creative instructional environment.
- Evaluates student progress for the purpose of assisting the teacher in educational planning.
- Teaches students individually and in small groups to reinforce instructional materials, to learn new skills and abilities, and to implement the IEP.
- Monitors/directs student activities and behavior, and provides feedback to the teacher.
- Performs record keeping and clerical duties for the purpose of maintaining accurate school and state compliance records.
- Supervises students for the purpose of insuring students' safety during play periods, lunch periods, and when boarding or exiting the bus.
- Assists with students' personal needs, such as toileting, in conjunction with site staff as needed.
- Participates in meetings, trainings, and other activities to promote the implementation and evaluation of IEP goals.
- Performs other duties as assigned to facilitate the smooth operation of the classroom and/or program.

**Skills, Knowledge and/or Abilities:**

- **Skills to:**
  - Read notes, memos, and student reports
  - Effectively interact with students, teachers, staff, and the public
  - Assist in the maintenance of student files
  - Receive and implement job duties based on brief and concise oral direction.
  - Work effectively in direct work with individual students and small groups.
- **Knowledge of:**
  - Proper English grammar, punctuation and sentence structure
  - Basic math skills
  - Basic computer knowledge
- **Ability to:**
  - Understand and address students with special needs.
  - Understand and carry out oral and written instructions.
  - Maintain confidentiality of student records.
  - Meet schedules and deadlines.
  - Communicate effectively orally and in writing.

**Experience Required:**

- Prior job-related experience is desired, including working with school-age children who have disabilities.

**Education Required:**

- High school diploma or equivalent.

**License, Certifications, Bonding and/or Testing Required:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

**Other special requirements/qualifications:**

- First Aid and Cardiopulmonary Resuscitation Certificates may be required.
- High school diploma or equivalent; **AND**
  - Proof of passage of the High School Proficiency Test as required by California state law (copy of passage of CBEST test or the Instructional Aide Assessment Test may be used to satisfy this requirement); **AND**
  - **ONE** of the following:
    - Copy of degree or transcripts demonstrating completion of AA degree, Bachelors degree, or Masters degree
    - Transcripts demonstrating completion of 48 units at an accredited college or university
    - The applicant must pass and provide proof of an Instructional Aide Assessment Certificate.

**Non-exempt**

**July 2019**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.