

Tulare County Office of Education
JOB DESCRIPTION

Job Title: Instructional Assistant – AcCEL (9351)

Job Summary:

The job of Instructional Assistant - AcCEL is to direct learning experiences, maintain a suitable learning environment; prepare appropriate materials; maintain appropriate records; assist in the implementation of the IEP; and perform other related duties as assigned under the direction of a certified teacher.

Essential Duties:

- Assists teacher by preparing and presenting instructional materials, implement both the IEP and BIP, and develop and maintain community services to provide safety in the classroom;
- Assists student s to shape appropriate social behavior through positive reinforcement and prompt fading to provide increased independence in their social environment;
- Teaches physical development, self-care, self-awareness; repositions and relocates students as needed to avoid self-injury and negative behaviors;
- Teaches students individually and in small groups to reinforce instructional materials that improve self-care and to learn new skills and abilities while also reinforcing appropriate social behavior;
- Assists teachers with data collection and choosing the most appropriate strategies to implement with each student;
- Monitors student's activities, student behavior, and changes in behavior in order to maintain a positive learning environment and to provide feedback to parents and teachers;
- Assists with collecting data and maintaining records and files to document required and pertinent information;
- Administers first aid and medical assistance to provide appropriate care for the ill, medically fragile, and/or injured students;
- Participates in daily student activities, parent conferences, training sessions, and special activities to assist in the implementation and evaluation of student IEP and BIP objectives;
- Operates a variety of equipment (office, audio/visual, M.O.V.E.) and the school van to support the teacher in reinforcing classroom objectives;
- Disposes of waste contaminated materials, disinfects toys/equipment and classroom surfaces to maintain the hygiene and health of students and staff;
- Assumes classroom responsibility by assisting substitute teachers in maintaining a safe and controlled classroom environment;
- Assists with laundry, general purchasing and running errands for the classroom;
- Performs other related duties as assigned to facilitate the smooth operation of the classroom/program;

Skills:

- read notes, memos, and student reports of a moderately complex nature
- effectively interact with students, public, teachers and staff
- organizationally determine steps in a process and structure time effectively
- operate office, communication, audio visual, therapeutic, domestic, lifting, and handicapped equipment
- assist in the maintenance of student files and retrieval of pertinent information
- deal with disruptive or abusive behavior
- implement proper feeding techniques (i.e. head and jaw control, midline positioning, etc.)
- recognize and follow procedures when seizures occur

Knowledge of:

- proper English grammar, punctuation and sentence structure
- behavior management
- safe methods of diapering, seizure care, feeding procedures and lifting
- first aid skills

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
- read/interpret/apply rules, regulations, policies

- rapidly learn methods and materials used in a variety of instructional situations.
- manually lift safely and effectively
- change and dispose of diapers and soiled garments properly

Education Required:

- High school diploma or equivalent
- Associate's Degree OR 48 semester units from an accredited college/university OR Instructional Aide Exam or CBEST with a passing score

Experience Required:

- One year of paid or voluntary work with school aged children
- Experience working with developmentally delayed or physically handicapped children preferred
- First aid and Cardiopulmonary Resuscitation Certificate (may be required)
- Ability to pass a general physical examination

FLSA Status: Non-Exempt

April 2023

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.