

Twin Hills Union School District

Position Announcement

SPECIAL EDUCATION INSTRUCTIONAL/BEHAVIORAL ASSISTANT **SunRidge – Monday through Friday up to 5.75 hours/day – up to 3 positions**

The Special Education Instructional/Behavioral Assistant is under the supervision of the Site Administrator and the Special Education Teacher and is evaluated by that Teacher. In cooperation with designated personnel, performs the necessary duties to assist with implementing the IEPs of students with special needs. This position requires a pre-employment physical, fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - Two years experience working in an educational setting which provides direct instruction to students is desirable
 - Training and/or experience in working with special needs students is desirable
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Methods and attitudes required in working with children who have special needs
 - Office skills; routine record keeping, organizational techniques, computer and copy machine use
 - Safe work practices, including proper lifting techniques
- **Ability to:**
 - Exercise good judgment, use discretion, work independently, and maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Be prompt and present a neat, clean appearance
 - Pass the Instructional Assistant Proficiency Test
 - Successfully perform the physical requirements of the position as listed on page 2
 - Understand the needs of physically, emotionally and educationally challenged students
 - Maintain cooperative relationships with those contacted in the course of work
 - Understand and carry out oral and written instructions
 - Relate positively to students, staff and public
 - Communicate in Spanish is desirable
 - Obtain certification in First Aid, CPR, and EPI Pen is desirable
 - Be efficient, independent, self-directed, flexible, and patient
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on a regular basis and occasionally lift in excess of thirty (30) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist the classroom/Special Education teacher(s) in assigned instructional areas to designated student/s; interact with student/s, encourage their performance, observe progress and meet instructional needs as they arise
- Work with student/s in small groups or on an individual basis; to reinforce basic skills, to supplement classroom work, to administer and score tests
- Participate in free time activities with student/s as required, supervise student/s during rainy days and during teacher's absence
- Assist special needs student/s in developing positive social/play skills and peer relationships
- When supervising student/s assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies following established discipline policy
- Under the direction of certificated personnel, assist in various aspects of program implementation including making modifications for special education student/s, classroom work, and the recording of information
- Accompany student/s during the school day to all classes and activities
- Implement behavior management plan/s using identified rewards and consequences if necessary
- As necessary, assist student/s with mobility, feeding, toileting, dressing and assisting students in independent skills development.
- Observe mental and physical health of student/s and report potential problems to instructor.
- Provide support to staff in working with student/s in various instructional programs.
- Monitor individual progress or student/s and discuss problems and improvements with instructor.
- Explain and clarify work assignments to student/s. Tutor student/s as necessary.
- Under the direction of certificated personnel, assist in various aspects of program implementation including making modifications for full inclusion student/s, classroom work, and the recording of information
- Assist physically handicapped student/s with their equipment (wheelchairs, scooters, walkers, etc.)
- Maintain confidential informational and operational records and files
- Maintain necessary records, including data collection and copying materials,
- May be required by the District to participate in student related and/or teacher meetings
- May be required by the District to assist in the implementation of adaptive technology program
- Report all injuries incurred by children to teacher or site administrator
- Participate in specialized training as necessary
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

PAY SCALE - CLASSIFIED:

Range – G

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/Walking/Mobility:** Frequently; throughout work shift. Constantly during work shift while performing duties.
- **Sitting:** Frequently; while performing classroom duties and assisting students.
- **Lift/Carry:** Frequently, 1-10 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds; books and materials and moving equipment. Seldom 11-75 pounds; if need arises to assist student's movement.
- **Bending/Twisting:** Frequently; at knees/waist/neck while assisting students or retrieving items from lower shelves and floor.
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving furniture and equipment and opening doors, etc. Seldom 21-75 pounds; to assist student's movement or to restrain or control disruptive behavior.
- **Climbing/Balancing:** Occasionally; up/down steps.
- **Kneeling/Crouching/Crawling:** Seldom; while assisting students. Crawling not required.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly, to provide instructional assistance to students. Assignment may require hand/eye coordination, depth perception and peripheral vision.
- **Other Physical Demands:** May occur when restraining aggressive behavior or responding to student emergencies include: jumping, running, throwing, and moving in awkward positions.

Mental

- Constant mental alertness required in supervising activity of assigned students to monitor/anticipate behaviors of student and maintain safe, educational environment.
- Must possess interpersonal skills to work well with various types of disabled students, their parents, teachers and staff.
- Must be able to adapt to work pressures that may include frequent interruptions, quick response to potentially hazardous situations, and multiple tasks.
- Must be able to work independently with assigned students and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Work Conditions

- **Location:** Work is performed 95% within the school classroom setting, 5% in an outdoor educational setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces, aggressive behaviors by students.
- **Equipment used:** General office and classroom equipment, copier, computer, audio-visual equipment, and personal mobility equipment if the need arises.
- **Safety equipment:** Gloves as required.

HIRING PROCESS:

Mandatory Information to be submitted to Anna Maria Guzman, Ed.D., Superintendent:

- Completed and signed district application (available in the District Office, address below)
- Current employees may submit a letter of interest in lieu of an application
- A minimum of three letters of recommendation written within the last 12 months which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

District Office and submission address: THUSD, 700 Watertrough Rd, Sebastopol, CA 95472

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- **Position will remain open until filled**