

JOB DESCRIPTION

Job Title: Instructional Assistant, Arts Program (AcCEL) (9980)

Job Summary:

The job of Instructional Assistant, Arts Program (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:

- Assist teacher in providing instruction, assisting students, and delivering visual and performing arts lessons and activities.
- Prepare, set up, clean up, and assist in the use of arts program materials such as art supplies and musical instruments.
- Maintain and store instruments, art supplies, equipment, and other program materials in a clean and orderly manner.
- Conduct inventory of available instruments, art supplies, and other program materials and assist in ordering additional supplies, as needed.
- Assist teacher in implementing both the IEP and BIP, and developing and maintaining community services to provide safety in the classroom;
- Assist students to shape appropriate social behavior through positive reinforcement and prompt fading to provide increased independence in their social environment;
- Teach physical development, self-care, self-awareness; repositions and relocates students as needed to avoid self-injury and negative behaviors;
- Teach 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;
- Assist teachers with data collection and in choosing the most appropriate strategies to implement with each student;
- Monitor student activities, student behavior, and changes in behavior in order to maintain a positive learning environment and to provide feedback to parents and teachers;
- Assist with collecting data and maintaining records and files to document required and pertinent information;
- Administer first aid and medical assistance to provide appropriate care for the ill, medically fragile, and/or injured students;
- Participate in daily student activities, parent conferences, training sessions, and special activities to assist in the implementation and evaluation of student IEP and BIP objectives;
- Operate a variety of equipment (office, audio/visual, M.O.V.E.) and the school van to support the teacher in reinforcing classroom objectives;
- Dispose of waste contaminated materials, disinfects toys/equipment and classroom surfaces to maintain the hygiene and health of students and staff;
- Assume classroom responsibility by assisting substitute teachers in maintaining a safe and controlled classroom environment;
- Assist with laundry, general purchasing and running errands for the classroom;
- Perform other related duties as assigned to facilitate the smooth operation of the classroom/program.

Skills:

- operate a variety of visual and performing arts and theatre equipment including, but not limited to, various musical instruments, drawing tools, art equipment, etc.;
- clean, organize, and maintain musical instruments and fine arts equipment in a safe and orderly condition;
- 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:

- methodologies and effective practices for integrating arts curriculum and materials into instruction;
- 2019 California Arts Standards for Public Schools;
- additional laws, standards, frameworks, technology, and trends related to arts instruction and delivery;
- proper English grammar, punctuation and sentence structure;
- behavior management;
- safe methods of diapering, seizure care, feeding procedures and lifting;
- first aid skills;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- assist with planning, scheduling, and delivering visual and performing arts activities and instruction;
- read music notation;
- 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;
- travel throughout the county using own vehicle.

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.
- College coursework in one or more of the arts disciplines (dance, media arts, music, theatre, and/or visual arts) is preferred.

Experience Required:

- One year of paid or voluntary work with school aged children.
- Experience working with developmentally delayed or physically handicapped children preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- First aid and Cardiopulmonary Resuscitation Certificate (may be required).
- Ability to pass a general physical examination.

FLSA Status: Non-Exempt

April 2025

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.