

JOB DESCRIPTION

Job Title: Instructional Assistant, Special Services (9987)

Job Summary:

Under general supervision and direction of assigned administrator and/or designee, provide direct support to students with physical or other disabilities to maintain a suitable learning environment. This position will also prepare appropriate materials, maintain accurate records, assist in the implementation of the Individualized Education Program (IEP), and will perform other related duties to facilitate the smooth operation of the classroom and program.

Essential Duties:

- Administer physical assistance to students to support their educational and personal care needs.
- Operate a variety of equipment and adaptive devices to support classroom and student objectives.
- Assist students individually and in small groups to reinforce instructional materials, develop new skills and abilities, and implement the IEP.
- Gather data and assist teachers in educational planning, IEP implementation, and progress monitoring.
- Monitor student activities and behavior, providing redirection and feedback to maintain a safe and positive learning environment.
- Perform recordkeeping and clerical duties to maintain accurate school, program, and state compliance records.
- Supervise students to ensure safety during classroom activities, play periods, lunch periods, and while boarding or exiting buses.
- Provide assistance with personal needs, including toileting and other daily living skills, while maintaining student dignity and respect.
- Participate in meetings, training sessions, and activities that support implementation and evaluation of IEP goals and services.
- Assume classroom responsibility by supporting substitute teachers and assisting with maintaining a safe and controlled environment.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- operate equipment and assistive devices specific to the needs of students with disabilities;
- interact effectively with students, teachers, staff, and the public;
- organize tasks, manage time, and follow oral and written directions;
- work effectively with individual students and small groups;
- assist in maintaining student files and retrieving information as needed.

Knowledge of:

- safe methods of lifting, transferring, and positioning students;
- appropriate techniques for supporting students with personal care need;
- basic math concepts and computer use;
- proper English usage, spelling, grammar, and punctuation;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- understand and address the needs of students with disabilities;
- carry out oral and written instructions effectively;
- maintain confidentiality of student records;
- meet schedules and deadlines;
- communicate effectively both orally and in writing;
- support students with dignity and respect in academic and personal care settings

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising others. Utilization of resources from other work units is required to perform the job's functions. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching and/or crawling;

significant reaching, handling, fingering and/or feeling. Generally, the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Education Required:

- High School diploma or equivalent.
- Associate's degree OR 48 semester units from an accredited college or university OR passage of the Instructional Aide Assessment.

Experience Required:

- One year of experience working with school-aged children with disabilities.

Other Requirements:

- Department of Justice and FBI Fingerprint clearance upon hire.
- First aid and cardiopulmonary resuscitation (CPR) certificates must be obtained within six months of hire.

FLSA Status: Non-Exempt

September 2025

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