

**EARLIMART ELEMENTARY SCHOOL DISTRICT**

**POSITION: SPECIAL EDUCATIONAL INSTRUCTIONAL ASSISTANT**

**REPORTS TO: ASSIGNED ADMINISTRATOR**

**CLASSIFICATION: CLASSIFIED**

**DUTY DAYS: 180**

**HOURS PER DAY: 4**

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**BASIC FUNCTION:**

Under the supervision of the principal or assigned certificated district employee, assist or conduct a variety of instructional activities with students assigned to special education programs. Assist with the class operation, supervision of groups and/or individual students, preparation of instructional materials, and provide routine clerical support.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Provide safety in the classroom

Assist in the implementation of individual educational plans

Assist in tutorial activities working with individuals or small groups of students.

Assist students in the development of communication skills and serve as an appropriate language model.

Assist with routine classroom procedures, supervise opening exercises, cleanup activities, attendance and collect materials

Collect, classify, and file materials for use in providing an appropriate learning environment. Supervise play area, cafeteria, and field trip activities

Perform routine first aid and seek assistance for non-routine illness and injuries.

Assist with the arrangement and storage of classroom facilities including displays, bulletin boards, furniture, and accessories.

May assist with individualized care for students who require individualized services at school such as catheterizations, NG Feeding Tube, and medications, etc.

Assists in toileting and/or bathroom assistance.

Assists students to shape appropriate social behavior, provide physical development and "self care," and positions/locates students to avoid abusive behavior.

Teach students individually and in small groups to reinforce instructional materials, improve "self care", and to learn new skills and abilities.

CSEA Agreement: 6-6-2013

REV. 3/6/24

Board Approval: 6-18-2013

Monitor student activities, student behavior, and changes in student behavior providing feedback to parents/teachers, and maintains a safe and positive learning environment. Maintain 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.

If directed, will accompany student(s) on the bus to and from school.

Participates in daily activities, parent conferences, training sessions, special activities to assist in the implementation and evaluation of student IEP objectives.

Operates a variety of equipment (office, audio/visual) and school van to support the teacher

**HAZARDS:**

**LICENSES AND OTHER REQUIREMENTS:**

Crisis Prevention Intervention training

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