

ROSS VALLEY SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION (RESOURCE SPECIALIST OR SPECIAL DAY CLASS)

SUPERVISION EXERCISED AND RECEIVED:

Under supervision of the Principal and Director of Special Education and Resource Specialist or Special Day Class teacher.

DISTINGUISHING CHARACTERISTICS:

Under the direction of the Resource Specialist or Special Day Class Teacher, reinforces instruction, assists in the implementation of curriculum, and/or tutors pupils and performs a wide variety of related tasks as assigned.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- Reinforces training and/or instruction by implementing curricular activities and tutoring students;
- Assists in the correction of work and activities;
- Assists teachers in regular classroom programs by reinforcing instructional skills adapted to the individual student;
- Encourages pupil performance, observes pupil progress and shares observations with teacher;
- Assists Resource Specialist or Special Day Class teacher in collecting data for monitoring student progress;
- Assists administrating and correcting standardized tests;
- Assists Resource Specialist or Special Day Class Teacher in organizing and maintaining program records;
- Prepares materials and participates in lesson and program planning and in staff meetings and conferences, as appropriate;
- Performance of duties need not be in the physical presence of the teacher, but the teacher retains responsibility for the instruction and supervision of the pupils in his/her charge;
- Other related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge of:

- Individual differences in children and teachers.

Ability to:

- Work successfully with teachers and children and other adults in a variety of educational situations;
- Meet the physical requirements necessary to safely and effectively perform assigned duties;

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- Maintain effective work relationships with those contacted in the performance of required duties;
- Learn and follow the practices, rules, and regulations of the District and the school to which assigned;
- Dresses appropriately for a school setting;
- Maintain the confidentiality of school related information.

EDUCATION:

- High School graduate or the equivalent;
- Some college courses related to one or more of the following areas: psychology, sociology, child development and education.

EXPERIENCE:

- Some successful experience working directly with children;
- Some knowledge of and experience related to children's developmental stages and learning styles.

Last Approved: August 23, 1990

Last Revised: December 2004