

Carson City School District Job Description: Instructional Assistant II

Job Title: Instructional Assistant II

Location: School Site or District-wide

Reports To: Principal or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under supervision, to assist teachers in classroom operations; to instruct students with a variety of severe disabilities including learning disabilities, serious emotional disabilities, mildly mentally handicapped, physically handicapped, visually impaired, and hearing impaired; assist teachers in implementing the individual education program for each student; to be an integral part of the classroom academically, socially and emotionally; performs clerical duties; and to perform related work as assigned. Bilingual preferred.

Experience or training required:

Knowledge of: Child development; practical learning patterns and behaviors; behavior and/or reactions of students with both mental and physical disabilities; personal hygiene and mental health practices; reading and writing in English; number concepts; record keeping techniques; basic first aid.

Ability to: Communicate with students who have limited ability to communicate; learn to teach students who have special learning needs; maintain emotional control in difficult situations; apply knowledge and practices with judgment; recognize hazards to safety; perform basic first aid, as needed; learn to operate various pieces of equipment used in learning; perform routine clerical work; maintain routine records accurately; understand and carry out oral and written instructions; operate a vehicle observing legal and defensive driving practices; establish and maintain effective proactive relationships with those contacted in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in child development, physical therapy or a closely related field; and experience performing the work of an instructional aide in a special education program for disabled students; or experience at or equivalent to experience as an Instructional Assistant I for the Carson City School District, wherein the incumbent has acquired the knowledge and abilities listed above.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card. Possession of a current first aid certificate may be required.

The Job Functions:

Positions in this class are established principally to assist teacher or other support personnel in special education by independently working with students having severe physical, developmental, neurological and mental disabilities. Incumbents must be highly trained in specialized areas of care of students with severe disabilities, and must assist students with fundamental body functions, such as eating, moving and eliminating. The emphasis of this class is to maximize a student's potential. This class is distinguished from that of Instructional Assistant I by the type of care, the knowledge of severe physical and mental disabilities and the responsibility for the safety of students having mobility limitations that require the incumbent to be specially trained in orthopedic and neurologic assistance.

Carson City School District Job Description: Instructional Assistant II

Essential Job Functions:

Learns the behavior characteristics of each student with severe disabilities, including the special nature of the disability, techniques for coping with the disability, potential safety hazards of the disability and the best methods to teach while accommodating the disability; cooperates with teachers and resource specialists, such as speech or physical therapists, to teach students to become as independent as possible by teaching them to perform such activities as sitting, communicating, eating, walking, manipulating objects and moving around independently in their environment; administers first aid; performs such routine tasks as diaper changing, toileting, lifting students from one place to another; arranging furniture and supplies; feeds students in conjunction with teaching them to hold a cup, swallow, chew, tolerate various textures, identify foods, reach and grasp, and feed themselves; positions and repositions students to stimulate development or relieve or prevent improper pressure; teaches students to crawl, walk, climb, grasp, throw, bend or sit; teaches students to control random movements; teaches students to communicate orally and in other ways; patterns students' arms and legs; establishes methods for teaching gross and fine motor skills; assists in vesicular movement activities; carries out an adaptive physical education program; prepares foods for eating; moves students in and out of wheelchairs and braces; sings and plays simple games with students; changes students' garments; supervises buttoning and zipping of clothes; performs routine clerical work; maintains various records and logs; duplicates materials; communicates with parents and support personnel. Must be able to collaborate with other staff members, parents/guardians, and community partners in a positive, friendly and approachable manner; and perform related work as required.

Physical Demands and Working Conditions:

Strength: Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Incumbent must be in good physical condition and must take a physical examination at the District's expense. Incumbent will have the option of the Hepatitis B Virus (H.B.V.) vaccine at the District's expense. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical office setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.