

# ROSEVILLE CITY SCHOOL DISTRICT

Personnel Office

## NOTICE OF POSITION VACANCY

### **INSTRUCTIONAL ASSISTANT- SPECIAL EDUCATION VARIOUS LOCATIONS AS NEEDED BY STUDENT(S) OR TILL 6/10**

**PURPOSE STATEMENT:** The job of Instructional Assistant – Special Education is done for the purpose/s of assisting in the supervision and instructions of special needs students under the supervision of a certificated teacher in a special education classroom and/or as part of a pull-out program; observing and documenting student progress; implementing plans for instruction; and providing clerical support to teacher.

**EDUCATION:** AA degree or higher, 48 semester units in general education or passing a test meeting No Child Left Behind requirements.

**SUPERVISION FROM:** Site Administrator

**SALARY:** \$12.15 per hour

**HOURS:** Hours vary depending on assignment (1 to 6 hours)/available for 2009/10

**APPLICATION PROCEDURE:** Submit an Application Packet to:

Roseville City School District  
Personnel Services  
1050 Main Street  
Roseville, CA 95678  
(916) 771-1600

OR

visit our website at [www.rcsdk8.org](http://www.rcsdk8.org)

**DEADLINE FOR FILING:** **OPEN – APPLICATIONS REVIEWED AS RECEIVED**

AN EQUAL OPPORTUNITY EMPLOYER

6/8/09

THE ROSEVILLE CITY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX OR DISABILITY IN ITS EDUCATIONAL PROGRAMS, ACTIVITIES, OR EMPLOYMENT. ALL EMPLOYMENT OPPORTUNITIES WILL BE OFFERED WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX OR DISABILITY.

**JOB DESCRIPTION**  
**Roseville City School District**

**INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION**

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**Essential Functions**

- Adapts classroom activities, assignments and/or materials for the purpose of providing an opportunity for all special education students to participate in classroom activities.
- Confers with teacher/s (special education and/or mainstream teacher) on a regular basis for the purpose of assisting in evaluating special education student progress and/or implementing IEP objectives.
- Implements academic instruction taught by a teacher for individuals or small groups for the purpose of meeting learning goals, as described by an IEP and/or district benchmarks.
- Implements behavioral plans designed by IEP team for students with behavior disorders or other special conditions for the purpose of assisting in meeting special education students needs and providing a consistent environment.
- Instructs special education students (e.g. math groups, science experiments, reading, behavioral skills, daily living skills, writing, verbal skills, etc.) for the purpose of implementing goals for remediation of student deficiencies and ensuring students success.
- Maintains instructional materials and/or student files/records (e.g. adapting instructional materials, student files, checking papers, attendance, audio visual equipment, set up projects, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors special education students (e.g. classroom, field trips, lunch, playground, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. correcting papers, copying, instructional materials, grading papers, inputting grades into program, etc.) for the purpose of supporting the teacher in providing necessary records/materials.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns.

**Other Functions**

- Assists other personnel as may be required, and may perform Meal Duty Supervisor functions as described in the Meal Duty Supervisor job description, for the purpose of supporting them in the completion of their work activities.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office and instructional equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: instructional procedures and practices; age appropriate student activities; safety practices and procedures; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-employment Proficiency Test or AA or AA Equivalent

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

As Needed

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 20