

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Instructional Specialist/PH Autism

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

Work with special need students providing behavior and academic support and assist in implementing an effective educational programs for the students assigned by their case manager/behaviorist. Assist in providing instruction and meeting special needs which includes feeding, toileting, positioning, and monitoring health conditions of physically/emotionally handicapped students.

**SUPERVISOR:** Site Administrator

## **ESSENTIAL FUNCTIONS:**

1. Provide instruction as directed by teacher to individuals or small groups in a variety of areas including cognitive, gross and fine motor skills, feeding skills, self help skills and behavior control.
2. Assist teacher in maintaining health and safety of physically handicapped students by being aware of environment and the potential hazards of each child's actions.
3. Assist students with severe eating problems, monitor self-feeding students, and take appropriate action when students have difficulty while eating.
4. Assist students with personal hygiene, including washing hands and faces, toileting, and changing diapers and clothing as needed.
5. Monitor and control student behavior in accordance with established guidelines.
6. Assist other specialists with physical development activities.
7. Prepare students for mainstreamed classes according to established procedures.
8. Operate a variety of medical, orthopedic, office, and audio-visual equipment.
9. Administer first aid and CPR according to established guidelines.
10. Attend periodic and special training and in-services related to medical interventions and instructional program as required.
11. Assist students with braces and other orthopedic equipment to lift, position, and reposition students as needed.
12. Assist teacher in maintaining a variety of records related to student progress and medication records.
13. Prepare, maintain, set up and take down instructional materials.
14. Assist in maintaining assigned facility in a clean and sanitary condition.
15. Gather and provide information as requested for the IEP team. Attend IEP meetings as necessary.
16. Implement positive behavior intervention support policies.
17. Collaborate with case workers, general education teachers, and other staff as needed.
18. Assist students in social interactions.
19. Perform other duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Basic child development as it relates to special education students.
- Special needs of children with severe and multiple medical problems.
- Strategies and techniques of assisting in the instruction of physically handicapped and medically fragile students.
- First Aid and CPR procedures.
- Basic record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

### **Ability to:**

- Effectively assist teacher and maintain composure in responding to students' medical emergencies and behavioral challenges.
- Assist in toileting and feeding special education students.
- Learn and perform medical intervention techniques.
- Prepare instructional materials as directed by teachers.
- Maintain records as directed by the teacher.
- Work cooperatively with others and independently as needed.
- Communicate effectively both orally and in writing.
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Observation skills to learn behavioral patterns of special needs students.
- Maintain confidentiality.

## **EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High School Diploma or equivalent.
- Prefer one (1) year of experience working with children with special needs.
- Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test).
- First Aid Certificate including CPR.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

## **WORKING CONDITIONS:**

### **Environment:**

Diversified special education classroom environment.

### **Physical Abilities:**

- Sufficient hearing, vision, and speaking to monitor students during classroom activities, and to exchange information and provide assistance to students.
- Bending at the waist to assist students.
- Walking and standing for extended periods of time.
- Sufficient strength, flexibility, and stamina to assist students in any physical capacity necessary.
- Dexterity of hands and fingers to operate specialized equipment or office equipment.

### **Hazards:**

Verbally and physically abusive handicapped students; exposure to blood pathogens and various body fluids.