

INSTRUCTIONAL ASSISTANT III – SE (SED/MH/AUTISM)

DEFINITION

Under general supervision, performs a variety of follow-up instructional activities; assists in the conduct of training and learning activities with children experiencing special learning needs; performs a variety of routine clerical and supportive activities for instructional personnel; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- f* assists instructional personnel with the presentation of learning materials and in the conduct of instructional exercises
- f* tutors individual students and small groups of students with special learning needs to reinforce and follow up learning and training activities
- f* monitors and assists students with special learning needs in drill, practice, and study activities as a follow-up to the presentation of instructional lessons by instructional personnel
- f* directs students into safe learning and play ac

Ability to: Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized behavior management needs; appropriately manage student behavior and guide student toward more acceptable social behaviors; communicate effectively in oral and written form; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment; understand and carry out oral and written directions; establish and maintain cooperative working relationships with children and adults.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- f* will frequently exert 25 to 50 pounds of force to lift, carry, push, pull or otherwise move objects
- f* will sit most of the time, but may run, walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend/descend a step stool or step ladder
- f* must possess the ability to hear and perceive the nature of sound
- f* must possess visual acuity and depth perception
- f* must be capable of providing written and oral information, both in person and over the telephone
- f* must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials