

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: EDUCATIONAL ASSISTANT-SPECIAL EDUCATION-ASSISTT (Autism Spectrum Services and Inclusion Support Torrance Team)

BASIC FUNCTION:

Under immediate supervision, administer Intensive Behavioral Intervention to identify Special Education students; attend student progress meetings; develop and maintain treatment schedules; perform a variety of clerical and supportive tasks for certificated instructional personnel; learn and apply individual instructional procedures; oversee students with special learning needs and perform related work as assigned.

REPRESENTATIVE DUTIES:

Participate in Intensive Behavioral Intervention in-services. *E*

Under supervision, administer one-to-one Intensive Behavioral Intervention to students in a school setting. *E*

Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of special education students. *E*

Confer with instructional personnel and provide input regarding student progress.. *E*

Collect data and record anecdotal student progress notes, maintain and organize program notebooks, and implement program modifications. *E*

Administer drills, review data with supervisor, and report concerns. *E*

Assist instructional personnel/parents with behavior management of students. *E*

Assist in the supervision of students. *E*

Assist instructional personnel with the development of learning materials and reinforcement strategies according to the student's Individual Education Plan (IEP). *E*

Tutor students individually or in small groups to follow up and reinforce learning activities in accordance with the IEP. *E*

Assist in training for personal hygiene, taking care of personal needs, and developing basic self-sufficiencies. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General needs and behavior of children diagnosed with autism, including an understanding of appropriate behavior management techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

IBI record keeping.

General purposes and goals of public education.

Methods for effective cooperation with instructional staff and other adults, including interpersonal skills using tact, patience, and courtesy.

Basic First Aid.

ABILITY TO:

Establish and maintain effective relationships with children with autism and their parents; communicating constructively with them.

Tutor students with autism.

Be dependable and punctual, maintain therapy schedules, and keep students focused on assigned tasks for the specified duration prescribed.

Learn, apply, interpret and explain specialized mathematics, reading, writing and other tests for Special Education students.

Learn and utilize basic methods and procedures to be followed in the special education instruction setting and provide health care as needed.
Perform routine clerical work and basic arithmetical calculations.
Demonstrate an understanding, patient, friendly, and receptive attitude toward children, especially those with autism.
Remain calm under stressful conditions.
Understand and follow oral and written instructions.
Demonstrate proficiency in English, both orally and in writing; print and write legibly.
Apply common sense understanding in carrying out instructions furnished in written, oral or diagram form; deal with problems, using good judgment.
Maintain cooperative working relationships with students, parents and the general public.

EDUCATION AND EXPERIENCE:

Graduation from high school is required, along with good general background and work history. Two years experience working with students of various age levels. Six months of previous experience working with students with special needs or any combination of training and experience that could provide the desired knowledge and abilities.

Completion of the IBI Program is required. (Torrance Unified School District may provide this training at intervals during the school year.) Experience in administering Intensive Behavioral Intervention to students is preferable.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the District's competency test in reading, writing, and mathematics is required before employment. Red Cross First Aid certificate, including CPR training is desirable. Attendance at District established training sessions is required for continued employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment. Some positions may be required to travel to various sites.

PHYSICAL ABILITIES:

Seeing to monitor student behavior during classroom activities, hearing and speaking to exchange information related to classroom assignments, bending at the waist, kneeling, and standing for extended periods of time. Lifting and moving students with severe disabilities out of wheelchairs and other adaptive equipment. and dexterity of hands to grasp and manipulate small objects. May involve personal hygiene, diapering and toileting of students, and provision of specialized health care services under direct/indirect supervision/training if the school Nurse.

HAZARDS:

Potential exposure to communicable disease and contact with blood and other body fluids. Potential exposure to physical injury from aggressive behavior.