



**Orcutt Union School District**  
500 Dyer Street  
Orcutt, CA 93455  
(805) 938-8900

January 26, 2023

**POSITION:** **INSTRUCTIONAL ASSISTANT, II for Special Education**  
181 work days per year  
Grades K through High School/Various sites

**SALARY:** \$18.32 - \$23.37 per hour

**QUALIFICATIONS:** See job description on reverse side of this Notice.

**TO APPLY:** Submit an application if one is not on file with the HR Office and/or letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent of Personnel Services, Attention: Classified Personnel. It is the applicant's responsibility to confirm the receipt of their application and/or letter of interest by the classified personnel office.

**LICENSES & CERTIFICATES:** Behavioral training preferred but not required

**APPLICATION DEADLINE:** Until filled

**INTERVIEWS:** Selected applicants will be notified

Applicants must follow the above instructions to be considered.

*Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.*

**General Requirements Upon Offer of Employment**

*The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States*

*Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.*

*State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.*

*The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates.*

**\*\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\*\***

**WHERE KIDS COME FIRST**

## ORCUTT UNION SCHOOL DISTRICT

### CLASS TITLE: INSTRUCTIONAL ASSISTANT II-SPECIAL EDUCATION

#### BASIC FUNCTION:

Under the direction of a Principal, assist in providing instruction to individual or small groups of communicatively and/or severely handicapped students in an inclusion or regular classroom environment; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

#### DISTINGUISHING CHARACTERISTICS:

Incumbents assigned to the Instructional Assistant II-Special Education class work with severely, physically, communicatively or other handicapped students as assigned. Incumbents perform more physical and medical treatment activities in the performance of daily activities. Incumbents in the Instructional Assistant I-Special Education class are assigned to assist and work with learning handicapped, Resource and other students as assigned.

#### REPRESENTATIVE DUTIES:

Tutor individual or small groups of communicatively and/or severely handicapped students and regular education students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and related activities. *E*

Confer with teachers concerning programs and materials to meet students needs; utilize appropriate methods of instruction to achieve goals and objectives. *E*

Provide instruction and assistance to severely handicapped students in social, self-help and community skills such as toileting and personal hygiene as assigned. *E*

Communicate with language-impaired students using appropriate sign language as necessary; interpret and model language skills to and for students as needed by explaining lessons, assignments and other activities. *E*

Observe and control behavior and interaction of students according to approved procedures; restrain abusive students to protect others according to established procedures; report progress regarding student performance and behavior. *E*

Prepare lesson and instructional materials for individual students as directed by the teacher; monitor a variety of assignments and activities and maintain daily records of achievement. *E*

Oversee student activities including field trips as required; lead and monitor games, playground activities, swimming and movement education as assigned; push wheelchairs and lift students as needed. *E*

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating specialized educational training equipment and distributing and collecting paper and supplies. *E*

Assure the health and safety of students by following health and safety practices and procedures; administer first aid and perform medical activities according to established policies, guidelines and procedures; assist in maintaining a clean and orderly classroom environment. *E*

Direct group activities of students as assigned. *E*

Participate in meetings and in-service training programs as assigned. *E*

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Special needs, problems and requirements of severely and communicatively handicapped students.

Child guidance principles and practices.

Appropriate sign language.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

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

Reading and writing communication skills.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

**ABILITY TO:**

Assist in providing instruction to individual or small groups of communicatively and/or severely handicapped students in an inclusion or regular classroom environment.

Assist students in developing self-help and social skills including eating, toileting, dressing and personal grooming.

Learn to sign using appropriate sign language.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively with physically and developmentally handicapped children.

Establish and maintain effective working relationships with others.

Oversee and discipline students according to approved policies and procedures.

Operate office and specialized instructional equipment for communicatively handicapped students.

Enlist the support, interest and participation of students.

Learn behavior management strategies.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and six months' experience in working with school-aged handicapped children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Successful completion of the State-mandated proficiency examination.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Special education and/or regular classroom learning environment.

Specialized classroom environment for the severely learning challenged.

Subject to lifting and restraining students and anti-social behavior.

**PHYSICAL DEMANDS:**

Seeing to observe students.

Hearing and speaking to communicate with students and instructors.

Heavy lifting to lift and restrain students and to lift equipment.

Dexterity of hands and fingers to manipulate specialized apparatus and to operate audio-visual and educational training equipment.

Bending at the waist, kneeling and crouching.

Standing or walking for extended periods of time.