



Classified Employment Opportunity



Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 3366

Serving communities within Bellflower • Cerritos • Lakewood

DATE POSTED: OCTOBER 28, 2011

PLEASE POST

PLEASE POST

INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION

Open and Promotional
(9 MONTH/ 17.5 HRS PER WEEK)

Eligible for earned vacations, holiday pay, and sick leave on a pro rata basis.

SALARY: Minimum of \$13.88 - \$16.87 per hour. The salary rate is based on the 2007-2008 salary schedule for classified unit members. This is a five-step schedule. Eligible for earned vacation, holiday, and sick leave pay on a pro rata basis.

POSITION: Under the general administrative direction and direction of a teacher, to instruct pupils individually or in groups in accordance with prescribed learning objectives. Provide instructional support and assistance to teachers and students assigned to a designated special education instructional program, including Special Day Class (SDC) and the Resource Specialist Program (RSP); perform a variety of support activities related to behavior management and classroom instruction of special education students; perform a variety of clerical support duties related to classroom activities. Assistant may be assigned to work with pupil(s) ages 3 to 22 years old. Works with pupils individually or in small groups to tutor, reinforce, or follow up learning activities. Assist teachers with implementation of pupils' individualized Education Program (IEP) through instruction in a wide variety of curricular or extra curricular activities as defined in the district's curriculum or course of study; helps pupils learn to be aware of their personal appearance and to learn how to take care of personal needs. Implements assigned sections of pupil behavior management plans, which may involve the use of, approved behavior modification, physical management techniques or other skill or knowledge to establish and maintain appropriate behavior. Assist assigned teacher with the implementation of lesson plans; assist in administering, proctoring, scoring tests and papers and charting student progress; modify materials and explain instructions and words. Assist pupils with the use of assistive technology including computers or other teaching aids to accommodate student and to enhance learning. Assist lifting of pupils in and out of wheelchairs, braces, and other orthopedic equipment. Perform toileting services, wheelchair assistance, feeding, and/or or diapering, as needed. Assist pupils in dressing, undressing, bathing, and grooming as needed. Assist pupils with taking medication under administrative direction and while being observed by an assigned teacher. Prepare lunch trays, specialized meals and assist with feeding of pupils unable to feed themselves. Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; assist the teacher and administrator in the implementation of the pupil(s) and or site behavior management plans. Accompanies and assists teachers during the transporting and instructing of pupils in off-campus or community based settings; rides with pupils on the bus which transports the pupils to and from school.

QUALIFICATIONS: **Education/Experience:** Graduation from high school or equivalent. One (1) year of paid or volunteer work (equivalent to 1000 hours) with children. Completion of 30 college semester units which include course work directly related to the job, such as behavior management, psychology, child care, child growth and development may substitute for six (6) months of the required 1 year experience. **Knowledge/Abilities:** Knowledge of practical learning patterns and behavior; basic characteristics of human behavior; crisis management techniques; behavior management techniques and strategies. The ability to communicate with pupils and staff and to motivate pupils to participate in learning activities; maintain emotional control under difficult situations; effectively react to emergencies; learn and adapt to new procedures and conditions, and be flexible and adjust to program needs and changes. **Licenses/Other:** Depending on school site, a California driver's license may be required. Incumbents in this classification may be required to speak, read and write in a designated second language and would receive a bilingual differential of 3.75%.

EXAMINATION: The selection process will consist of a written examination and technical/oral interview, each weighted at 50%. **All applicants must pass the district's proficiency test with an overall score of 75%.**

APPLICATION: District application may be obtained at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. Resumes will not be accepted in lieu of the required application. All offers of employment are conditional, based upon the successful completion of the following: Fingerprint/background clearance, physical examination including drug screening, and a test for tuberculosis by a district approved physician.

CLOSING DATE: Applications will be accepted on a continual basis.

TEST DATE: To be determined

B1112/09