



## Orcutt Union School District

500 Dyer Street  
Orcutt, CA 93455  
(805) 938-8900

February 22, 2021

- POSITION:** SUBSTITUTE INSTRUCTIONAL ASSISTANTS, I & II  
NON SITE SPECIFIC
- SALARY:** \$14.10 - \$14.45 per hour
- QUALIFICATIONS:** See job description on reverse side of this Notice.
- TO APPLY:** Submit a Classified Application and a letter of interest stating your qualifications to Susan Salucci, Assistant Superintendent/Personnel Services, Attention: Classified Personnel
- LICENSES & CERTIFICATES:** Behavioral training preferred but not required
- Applicants must follow the above instructions to be considered.
- APPLICATION DEADLINE:** Until filled
- INTERVIEWS:** Selected applicants will be notified

**IT IS THE APPLICANT'S RESPONSIBILITY TO CONFIRM THE RECEIPT OF THEIR APPLICATION AND/OR LETTER OF INTEREST BY THE CLASSIFIED PERSONNEL OFFICE.**

***\*\*The Orcutt Union School 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 I-SPECIAL EDUCATION

#### BASIC FUNCTION:

Under the direction of a Principal, assist a certificated teacher in providing instruction to individual or small groups of students enrolled in a designated special education program in an inclusion or classroom environment; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

#### DISTINGUISHING CHARACTERISTICS:

Incumbents in the Instructional Assistant I-Special Education class are assigned to assist and work with learning handicapped, Resource and other students as assigned. 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.

#### REPRESENTATIVE DUTIES:

Tutor individual or small groups of students enrolled in a special education program; reinforce instruction as directed by the teacher; monitor and supervise student drills, practices and related activities. **E**

Assist the teacher in meeting the educational needs of students enrolled in a designed special education program. **E**

Assist in preparing and modifying individualized lessons and instructional materials as directed by the teacher; monitor and score a variety of tests and assignments. **E**

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior. **E**

Oversee student activities including field trips as required; lead and supervise games, playground activities and movement education as assigned. **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**

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, ordering supplies and recording grades. **E**

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment. **E**

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

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to students with learning disabilities. Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

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

Reading and writing communication skills.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

**ABILITY TO:**

Assist a certificated teacher in providing instruction to individual or small groups of students in a classroom.

Assist the teacher in meeting the educational needs of students enrolled in a special education program.

Demonstrate an understanding, patient and receptive attitude toward children with special needs.

Perform clerical duties such as filing, duplicating and maintaining routine records.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn the procedures, functions and limitation of assigned duties

Communicate effectively orally and in writing with children and adults.

Read, interpret and follow rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Oversee and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

Enlist the support, interest and participation of students.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Successful completion of the State-mandated proficiency examination.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom or playground environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Seeing to observe students.

Hearing and speaking to communicate with students and instructors.

Dexterity of hands and fingers to operate educational equipment.

Bending at the waist, kneeling or crouching.

Standing or walking for extended periods of time.

## 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.