

SPECIAL EDUCATION INSTRUCTIONAL TECHNICIAN I

Definition

Under a teacher's direction, the Instructional Technician will assist special education students in experiencing academic, social, emotional and physical growth in a supportive environment within the special education program and the regular school environment by performing instructional, clerical and support duties as assigned.

Essential Duties

1. Assist the teacher in providing special education instruction and related services for certified special education students;
2. Assist in preparing classroom and instructional materials;
3. Assist in preparing lesson plans;
4. Assist in teaching individual students or small groups;
5. Assist in inventory, storage, and handling of instructional materials and equipment;
6. Maintain discipline and monitor the room in the teacher's absence;
7. Assist student with washing, toileting, and other personal duties;
8. Assist with clerical and record keeping duties;
9. Supervise bus loading or unloading;
10. May assist in supervising students on the playground;
11. Assist in keeping the room and facilities neat, clean and safe;
12. Assist with regular classroom liaison and instructional support for mainstreamed special education students.

Qualifications

Ability to:

1. Perform the major duties and responsibilities in an acceptable manner;
2. Learn to work with children or students with exceptional needs;
3. Maintain a positive and encouraging manner of interacting with students;
4. Have appearance and mannerisms that will set good examples for pupils;
5. Relate well with parents.

Experience:

1. Some experience in working with children or students with exceptional needs;
2. Experience as an instructional aide desirable.

Education:

1. High school diploma or equivalent.
2. Federal "No Child Left Behind Act" requirements: AA Degree or 48 semester units of college credit or pass the Fresno County Office of Education Paraprofessional Test.

License:

Valid California Driver's License.

SPECIAL EDUCATION INSTRUCTIONAL TECHNICIAN II

Sixty units of college credit in addition to the duties and qualifications as described above.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 40 pounds and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.