INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION  
(RESOURCE SPECIALIST OR SPECIAL DAY CLASS)  

SUPERVISION EXERCISED AND RECEIVED:  
Under supervision of the Principal and Director of Special Education and Resource Specialist or Special Day Class teacher.

DISTINGUISHING CHARACTERISTICS:  
Under the direction of the Resource Specialist or Special Day Class Teacher, reinforces instruction, assists in the implementation of curriculum, and/or tutors pupils and performs a wide variety of related tasks as assigned.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
• Reinforces training and/or instruction by implementing curricular activities and tutoring students;  
• Assists in the correction of work and activities;  
• Assists teachers in regular classroom programs by reinforcing instructional skills adapted to the individual student;  
• Encourages pupil performance, observes pupil progress and shares observations with teacher;  
• Assists Resource Specialist or Special Day Class teacher in collecting data for monitoring student progress;  
• Assists administrating and correcting standardized tests;  
• Assists Resource Specialist or Special Day Class Teacher in organizing and maintaining program records;  
• Prepares materials and participates in lesson and program planning and in staff meetings and conferences, as appropriate;  
• Performance of duties need not be in the physical presence of the teacher, but the teacher retains responsibility for the instruction and supervision of the pupils in his/her charge;  
• Other related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge of:
• Individual differences in children and teachers.

Ability to:
• Work successfully with teachers and children and other adults in a variety of educational situations;  
• Meet the physical requirements necessary to safely and effectively perform assigned duties;
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• Maintain effective work relationships with those contacted in the performance of required duties;
• Learn and follow the practices, rules, and regulations of the District and the school to which assigned;
• Dresses appropriately for a school setting;
• Maintain the confidentiality of school related information.

EDUCATION:
• High School graduate or the equivalent;
• Some college courses related to one or more of the following areas: psychology, sociology, child development and education.

EXPERIENCE:
• Some successful experience working directly with children;
• Some knowledge of and experience related to children’s developmental stages and learning styles.

Last Approved: August 23, 1990  
Last Revised: December 2004