



LAKE TAHOE UNIFIED SCHOOL DISTRICT CLASSIFIED EMPLOYMENT OPPORTUNITY

August 23, 2019

POSITION: INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION/ INTENSIVE NEEDS

2 POSITIONS

SCHOOL YEAR: 2019-2020

HOURLY RATE: Range 7: \$15.39/hr - \$19.64/hr (Current Employees ONLY)
(Base hourly rate not including longevity)

Range 7: \$15.39/hr - \$16.97/hr (New Hires ONLY)

HOURS &

WORK WEEK: 5.75 hrs. /day (Monday - Friday)

DUTY DAYS: 180/yr.

WORK SITE: Districtwide- Ages of students vary from preschool to high school

REPRESENTATIVE DUTIES:

- Assist a certificated teacher with instruction to students in the Special Education/Severely Handicapped program; assist in the development and implementation of Individual Education Plans (IEP's).
- Provide instructional assistance in a variety of subjects, such as reading, mathematics, art and science to individual groups of special education students in a special class or when mainstreamed into regular classrooms; monitor and assist students during classroom and cafeteria activities, recess and other activities as directed; assure health and safety regulations are observed.
- Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of special education students.
- Assist in student activities such as drills, practices and exercises; utilize flash cards, phonics and other materials; explain and assure student understanding of test, classroom assignment and homework instructions; take notes for students; explain words and concepts as necessary.
- Assist students with performing and developing independent living and vocational skills; assist students with personal hygiene including brushing teeth, bathing, and grooming; assist students with eating activities; toilet students and change diapers and soiled clothing as needed.
- Assist in the administration and scoring of tests and pupil work; assemble student lesson packets; prepare, copy and distribute classroom materials and visual aids; administer assigned testing instruments to assist in the development of IEP's.
- Assist students with physical therapy, developing motor skills and related exercises as directed; assist students during physical education activities utilizing appropriate adaptive equipment; escort students to and from classes; push students in wheelchair; lift students in and out of wheelchair; load and unload students on buses as assigned.
- Assist in recording grades and taking roll; distribute and account for textbooks, equipment and other instructional materials.
- Perform related duties as assigned.
- Communicate effectively both orally and in writing.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and files.
- Administer First aid and CPR.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- HAZARDS: Exposure to bodily fluids and blood borne pathogens.
- Contact with dissatisfied or behaviorally challenged students.

EDUCATION AND EXPERIENCE:

- High School Diploma REQUIRED.
- A qualifying AA and/or BA, 48 college units, OR successful completion of a Paraprofessional Skills Test.

APPLICATION PROCEDURE (CURRENT EMPLOYEES ONLY):

Please submit an application packet to Dana Lincoln/Human Resources Department to include:

EDJOIN CLASSIFIED APPLICATION – www.edjoin.org

LETTER OF INTEREST elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

**A hard copy of the In-District application is available at the Education Center.*

APPLICATION PROCEDURE (CANDIDATES NOT CURRENTLY EMPLOYED BY LAKE TAHOE UNIFIED SCHOOL DISTRICT IN A PERMANENT POSITION):

Please submit an application packet to Dana Lincoln/Human Resources Department to include:

EDJOIN CLASSIFIED APPLICATION – www.edjoin.org

LETTER OF INTEREST elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

RESUME

MINIMUM OF 3 LETTERS OF RECOMMENDATION

PLEASE SCAN AND UPLOAD LETTERS THAT ARE SIGNED AND DATED! LETTERS THAT ARE NOT SIGNED OR DATED WILL NOT BE CONSIDERED AND MAY RESULT IN AN INCOMPLETE APPLICATION PACKET.

Questions regarding this position may be directed to: Dana Lincoln, (530) 541-2850 ext. 1041 or dlincoln@ltusd.org

DEADLINE FOR APPLICATION: OPEN UNTIL FILLED

Lake Tahoe Unified School District is an Equal Opportunity/Affirmative Action/ADA Employer