



LOMPOC UNIFIED SCHOOL DISTRICT
Classified HR - Personnel Commission
1301 North A Street
Lompoc, California 93436
(805) 742-3220
www.lusd.org

Open and Promotional
(WITH PROMOTIONAL LIST TAKING PRECEDENCE)
EXAMINATION ANNOUNCEMENT FOR THE POSITION OF:
INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION

<u>Final Filing Date</u>	<u>Tentative Written Examination Dates</u>	<u>Salary Range</u>
Friday, May 11, 2018 @ 11:55 p.m.	May 18, 2018 AND <u>Qualifications Appraisal Interview:</u> Applicants will be notified	\$15.56 – \$18.93 per hour

PURPOSE OF RECRUITMENT: The purpose of this recruitment is to establish an eligibility list to fill existing and future vacancies.

PLEASE APPLY AT: www.edjoin.org Paper applications will **not** be accepted. ALL communication will be via email. Please be sure to check your spam/junk folders or log into your Edjoin account and check your messages folder.

****IF YOU NEED COMPUTER ACCESS, PLEASE CONTACT THE LUSD CLASSIFIED HR DEPARTMENT****

PURPOSE STATEMENT:

(This is a partial job description. Please visit our website at www.lusd.org for a complete job description.)

The job of Instructional Assistant – Special Education was established for the purpose/s of providing support to the instructional program within an assigned classroom with specific responsibility for assisting in the supervision, care and instruction of a wide range of special needs students in the general education classroom, in a self-contained classroom, or the community; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; providing information to appropriate school personnel; and, when requested, attend IEP meetings.

MINIMUM QUALIFICATIONS

High school diploma or equivalent and two years paid or volunteer experience working with students of various age levels requiring a specialized learning environment.

Current CPR/First Aid Certificate is required for some positions.

ESSENTIAL FUNCTIONS:

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher
- Administers basic first aid, medical assistance, escorts students to health care professionals for medication or specialized physical health care services as instructed by a health care professional (e.g. seizures, toileting, self help, hygiene, medication, etc.)
- Administers curriculum based tests, homework, make-up work, etc.
- Assists medically fragile or physically disabled students (e.g. in/out of wheelchair, positioning students, toilet training, diapering, bathing, grooming, etc.)
- Attends meetings and in-service trainings
- Communicates with supervising instructional staff, professional support personnel, directs parents to teacher for any communication regarding students
- Implements, under the supervision of assigned teacher, behavioral plans (including approved physical restraint techniques) designed by IEP team for students with behavior disorders or other special conditions
- Maintains instructional materials and/or manual and electronic files
- Monitors students during assigned periods within a variety of school environments
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.)
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.)
- Assists in finding supports appropriate to aid students
- Performs other related duties as assigned

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

- **SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices;

operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

- **KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; behavior management; and stages of child development/behavior.
- **ABILITY** is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and work with constant interruptions.

Responsibility

Responsibilities include; working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 25% walking, and 35% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

SCOPE OF EXAMINATION: The examination process may consist of two parts:

Examination

Examination Weights

1. Written Examination (2 part)

30%

The written test will cover general knowledge in the areas required for this position as listed under skills, knowledge and abilities on the job description.

(NOTE: Study Guides are available for your convenience in the Classified HR Office and on our website at www.lusd.org.)

2. Qualifications Appraisal Interview (QAI)

70%

Appraisal will be made by personal interview to evaluate the technical knowledge and skill of candidates.

All components of the examination process must be passed in order to be placed on the eligibility list.

Open and Promotional: Open and promotional examinations are open to applicants from outside the District. For employees to qualify for promotional examination, they must have permanent status in the District as a classified employee.

Accommodation for the Disabled: If you have a disability which may require an accommodation in any part of the examination process, you must notify the Classified HR Office in writing by the final filing date on this bulletin.

Limitation of Number of Applicants: The District reserves the right to limit the number of applicants invited to participate in the Qualifications Appraisal Interview to a number that can be expected to be used during the life of the eligibility list.

Eligibility List: The eligibility list established could expire in one year.

EMPLOYMENT REQUIREMENTS – Employment Verification, Fingerprinting, Medical and Physical Requirements

Employment Verification: In accordance with the Immigration Reform and Control Act of 1986, the District must verify that all new employees, at the time of hire, have proof of their right to work in the United States.

Fingerprinting: State law requires that all employees be fingerprinted. AB 1610 prohibits employment until the Department of Justice completes its obligations regarding the arrest and conviction information.

Medical and Physical Requirements: Verification of freedom from tuberculosis will be required. A medical examination may be required of eligible candidates.

THE LOMPOC UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/TITLE IX EMPLOYER AND TOBACCO FREE WORKPLACE

"THIS IS AN AGENCY FEE ORGANIZATION FOR NEW EMPLOYEES."