

**LA HABRA CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**INCLUSION ASSISTANT**

**Definition**

Under general direction of a classroom teacher or program director, and the supervision of a school principal, provide instruction to individual or small groups of students in an assigned special education program; monitor and report student progress regarding behavior and performance; perform a variety of clerical and supportive duties related to classroom activities.

**Typical Tasks**

- Assist in providing instruction to students in an assigned special education program; reinforce instruction to students with learning disabilities, handicaps and language, communication and behavioral problems.
- Implement lesson plans developed by the teacher; administer, monitor and score a variety of tests including diagnostic and achievement tests; modify materials and explain instructions and words.
- Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
- Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, scoring papers and recording grades; prepare and maintain student records and files as necessary.
- Assist students with developing self-help, social community skills as assigned.
- Communicate with teachers regarding the individual needs of special education students.
- Accompany mainstreamed student to regular classrooms as assigned.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating equipment and distributing and collecting paper, supplies and materials.
- Maintain the confidentiality of student records and information according to established guidelines.
- Direct group activities of student as assigned; assist in monitoring lunchroom, recess and playground activities as assigned; accompany students on field trips as assigned.
- Assure the health and safety of students by following health and safety practices and procedures.
- Participate in staff meetings and in-service training programs as assigned.
- Perform minor first aid as needed; assist with and other medical treatments as needed.
- Perform various clerical duties, such as filing, word processing, duplicating materials, and other related duties as assigned.

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### Minimum Qualifications

**Education:** Completion of high school or General Education Diploma (GED). Possession of an Associates Degree or minimum of two years of college (48 units), or other evidence of equivalent training/education required under NCLB education for Title I school assignments; or applicant must be able to pass an assessment test that demonstrates knowledge of and the ability to assist in teaching, reading, writing and mathematics or reading, writing and mathematics readiness.

**Experience:** Volunteer or paid experience working with children who have special needs is required. Working in a special education environment is desirable.

### **Knowledge of:**

- Basic instructional methods and techniques.
- Child guidance principles and practices, related to special education students.
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- Problems and concerns of students with special needs.
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, punctuation, spelling, grammar and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record keeping techniques.
- Classroom procedures and appropriate student conduct.
- Operation of audio-visual and therapeutic equipment.

### **Ability to:**

- Assist with instruction and related activities in an assigned special education program. Reinforce instruction to students with learning disabilities, handicaps and language, communication and behavioral problems.
- Perform routine clerical duties such as filing, duplicating and maintaining records.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn the procedures, functions and limitations of assigned duties.
- Communicate effectively with children and adults.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with students, staff and others.
- Communicate effectively both orally and in writing.
- Supervise and discipline students according to approved policies and procedures.
- Understand, support, and protect confidential information on all students.
- Operate therapeutic, instructional and office equipment.

**PHYSICAL REQUIREMENTS:**

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. These physical standards are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

**Work Environment:**

While performing the duties of this job, the employee works in several environments, including classroom, indoor and outdoor environments and on or near student playground equipment. The employee's primary responsibility is working with students in a special education dealing with health and medical conditions. Employees in this position may have a higher level of exposure to infection and physical injury from students. There is also frequent contact with staff and the public. Employees may be exposed to childhood diseases and anti-social behavior. The noise level is moderate.

**Physical Demands:**

The physical demands of this position include sitting and standing for extended periods of time. Dependent on class/student assignment the employee may frequently move or lift children weighing up to 50 pounds unassisted from wheelchairs to tables or desks. Employees may lift and move students who may wear heavy braces, use wheelchairs and other assistive devices, assist students on or off a bus, either in a wheelchair or using some other mobility-assisted equipment. Frequent bending at the waist is required as is kneeling, crouching, pushing and pulling to assist students with shoelaces, braces, floor exercises and pushing of wheelchairs with or without students up and down includes, steps and on long walks. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run medical and instruction resource equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of sound. Seeing to read a variety of materials and monitor student activities is required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed.

License: Possession of valid First Aid and CPR Certificates. (If not held at the time of initial employment, they must be obtained within 30 days of District service as a condition of continued employment.) District Health Educator will train for the specialized need of the particular assignment.

Work Schedule 2  
Range 21

PRESENTED TO THE BOARD: April 12, 2018  
PRESENTED TO THE PERSONNEL COMMISSION: May 1, 2018 (1<sup>st</sup> Reading)