



# Kings County Office of Education

Todd Barlow - County Superintendent of Schools



## JOB OPENING — Avenal Preschool Special Ed Classroom

### Instructional Assistant I, II, III for students with moderate to severe disabilities

#### The Position

Under the supervision of the department manager, assist certificated staff in the instruction, supervision, training and physical care of assigned individuals or groups of special needs students; responsibly perform a variety of instructional services and clerical support activities within a well-defined framework of policies, procedures and objectives; use sound judgment and initiative in working with and providing physical care for students with moderate to severe medical and physical disabilities or behavior disorders; ride a school bus or orthopedic transportation vehicle to provide safe and secure transportation for students with physical, medical, educational and emotional disabilities; assist drivers in the loading, unloading and securing of disabled students; and do other related work as required.

#### Characteristics, Skills & Abilities

**Instructional Assistant I = no degree; II = AA or AS degree; III = BA or BS degree.** Equivalent to graduation from high school and/or any combination of experience and training to provide the required knowledge and skill. An AA degree, or 2 years equivalence of acceptable college coursework, or successful passage of an acceptable rigorous assessment is highly preferred.

#### ESSENTIAL DUTIES

- Assist in the creation, preparation, ordering, distribution and presentation of materials and supplies to obtain the educational objectives of the students;
- Alert teacher and appropriate staff to the special needs, progress and behavior of students;
- Assist in maintaining the classroom as a sanitary, safe, orderly, attractive and positive learning environment;
- Immediately recognize, report and correct unsafe conditions;
- Assure the health and safety of students, providing supervision in classroom and non-classroom school settings and at school functions;
- Assist students with feeding, personal hygiene, grooming functions, toileting, and other self-help skills, which may require changing diapers and clothes, lifting and positioning students on orthopedic equipment and changing tables, and assisting students on and off of the bus;
- Maintain records and perform routine clerical tasks such as typing, computer operation, filing and photocopying;
- Ride a school bus or orthopedic transportation vehicle to provide safe and secure transportation for students with physical, educational and emotional disabilities;
- Assist drivers in the loading, unloading and securing of disabled students; assure seat belts, safety Velcro and buckle safety vests, and wheelchair securement devices are properly operated according to established procedures and guidelines as required only in cases of emergency;
- Maintain order and discipline on bus as required; monitor student activities to assure children remain seated and comply with bus safety procedures; physically restrain violently aggressive children as necessary according to established procedures (i.e. bus pulling over and stopped at a safe location, emergency services notified, etc) as per health plans, behavior plans and/or Individual Education Plans.;
- Assist in the enforcement of County Office of Education policies and procedures relating to the transportation of special education students, instructing students regarding proper bus behavior and emergency procedures;
- Maintain current knowledge of Emergency Evacuation procedures as required;
- Attend and participate in assigned meetings, workshops and seminars;
- As trained and directed, follow proper guidelines and procedures, and practice work place safety;
- Perform other related duties, as assigned.

#### Salary Range

\$13.64 to \$21.65 per hour

depending upon education and experience

4 hours per day

186 days per school year

CalPERS Retirement Program

Interested applicants should submit an application at :

**[www.edjoin.org/Kingscoe](http://www.edjoin.org/Kingscoe)**

For additional information:

Crystal Marroquin  
Human Resources Technician  
(559) 589-7086  
[Crystal.marroquin@kingscoe.org](mailto:Crystal.marroquin@kingscoe.org)

Kings County Office of Education  
1144 West Lacey Boulevard  
Hanford, California 93230

*The mission of the Kings County Office of Education is to provide leadership and promote the most relevant educational programs for all Kings County students, maximizing their opportunity for a higher quality of life.*