

**TITLE**

*Instructional Assistant (Physically Handicapped Students)*

**QUALIFICATIONS**

- Not less than a high school education or general equivalency diploma;
- At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
- Meets necessary health and physical qualifications.

**JOB GOAL**

To assist teachers in giving specialized academic and physical training to students with disabilities.

**ESSENTIAL FUNCTIONS**

- Attends to the personal needs of the handicapped student;
- Helps students to walk, board buses, put on prosthetic appliances, eat, dress, and perform other physical activities as their needs arise;
- Provides clerical assistance to teachers;
- Assists with student management;
- Sets up and operates learning/development equipment and materials;
- Tutors students;
- Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job; and
- Perform other duties as assigned.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 50 lbs., or the average weight of a student, if assigned to elementary school, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Talking
- Hearing
- Seeing

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

- Vocational education
- Apprentice training
- On-the-job training
- Essential experience

## **TEMPERAMENT (Personal traits)**

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
- Adaptability to dealing with students.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Manual Dexterity:* Ability to move the hands easily and skillfully.
- *Form Perception:* Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
- *Color Discrimination:* Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

## **WORK CONDITIONS**

Normal working environment.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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