



Oakley Union Elementary School District

POSITION DESCRIPTION

Job Title:	Instructional Support Provider	Work Year:	186	Reports to:	Principal
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Primary Function

With the assistance of the Instructional Support Services Coordinator an "Instructional Support Provider" provides instruction in order to improve student success in academics (e.g. reading, writing, language processing, etc.) or skills (e.g. music, physical education, etc.) through offering access to the District's approved core academic curriculum; provide individual and small group instruction to special education students or at risk general education students.

Essential Job Functions:

- ❖ Provides instruction in general education classroom setting or in special education setting.
- ❖ Uses direct instruction or co-teaching methodology to provide instruction and support students with special needs and at-risk students.
- ❖ Conducts criterion referenced assessments and, if qualified, standardized assessment as required for identification of special education eligibility.
- ❖ Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectation, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- ❖ Assesses student's academic learning and/or skills for the purpose of creating IEP goals.
- ❖ Collaborates with school personnel, agencies, and community agencies (e.g. social service agencies, caretakers, etc.) for the purpose of developing and modifying the program to maximize the quality of student outcomes, developing solutions and planning curriculum.
- ❖ Demonstrates methods required to perform assignments for the purpose of modeling the skills necessary to perform the tasks safely and/or accurately.
- ❖ Assists in the directing of instructional assistants, volunteers and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students.
- ❖ Instructs students for the purpose of improving their success in assigned academic subject areas (e.g. reading, writing, language processing, etc.) or skills areas (e.g. music, physical education, etc.).
- ❖ Maintains special education files for his/her students for the purpose of providing the best possible student services and meeting all legal requirements.
- ❖ Manages student behavior for the purpose of providing a safe and optimal learning environment.
- ❖ Prepares teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress.
- ❖ Supports classroom teachers and other school personnel for the purpose of assisting them with implementing classroom goals and individual education plans.

Other Job Functions:

- ❖ Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing IEP goals in the home environment.
- ❖ Participates in various meetings (e.g. parent conferences, in-services training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements.

Board Approval: _____
Salary Schedule B

Education and Experience:

Prior job-related experience

Skills, Knowledge and/or Abilities Required:

Knowledge of curriculum, instructional strategies, standards and benchmarks, education code, district policies, and special education regulations.

Skills in appropriate special subject matter.

Abilities to write legally compliant documents, IEPs, and assessment reports, stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain cooperative working relationships with students, parents, other school personnel, meet deadlines. Implement functional behavior plans.

Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

Licenses, Certifications:

Mild/Moderate Education Specialist Credential with Autism authorization + EL authorization; Driver's License and Criminal Justice Fingerprint Clearance

ADA Requirements:

Must have the ability to sit, stand, walk, lift objects approximately 25 lbs. (books, binders, files) push, pull, drag, and grasp objects.

Board Approval: _____

Salary Schedule B