

Cupertino Union School District  
Cupertino, California  
Job Description

**INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION-SPECIALIZED (ABA)**  
**For Emotionally Disturbed & Behavior Management Assignments**

**GENERAL REQUIREMENTS:**

Under general supervision of qualified teachers, school nurse, or program specialist provides specialized instruction, health or behavior service to students in Special Day Classes (SDC) for severely emotionally disturbed and behavior management or provide individual care to students with specialized health care or learning needs. The instructional assistant will receive direct supervision from the school administrator and direction from the classroom teacher, school nurse or program specialists.

**RESPONSIBILITIES:**

1. Assists teachers and other professional personnel with instructional, health and/or behavioral management activities.
2. Tutors individual students and small groups of students to reinforce and follow up on learning activities; monitors and assists students through drills, practice and study trip activities; supervises students as directed.
3. Works with students with multiple physical, emotional, and learning disabilities.
4. Provides specialized physical health care services to students who require such services during the school day. All services are provided pursuant to a physician's authorization and under the direction of a qualified school nurse, qualified public health nurse or licensed physician or surgeon.
5. Reviews daily lesson plans with instructional personnel; consults with teacher and program specialists regarding student's individualized education program (IEP) and health care plan.
6. Assists with the presentation of learning materials and instructional exercises, maintaining appropriate timeliness.
7. Assists students in the development of small muscle and eye-hand coordination activities; leads activities designed to help students achieve motor control and body awareness.
8. Observes behavior of students to see that they do not injure themselves or others; notes students' progress and reports to appropriate personnel.
9. Sets up work areas and prepares materials for appropriate instructional activities.
10. Engages in physical and sometimes strenuous activities with students such as lifting, weight shifting and positioning of students.
11. Operates a variety of instructional media and equipment and maintains and distributes an inventory of textbooks, supplies and equipment.
12. Provides a variety of clerical and supportive tasks; maintains confidential student records and files and, upon request, attends team meetings and parent conferences related to curriculum and/or student-related concerns.
13. Attends to the personal care needs of some students with physical limitations; implements health care and physical care procedures such as toileting, washing, and feeding. This may also include assistance with educational aids such as typewriter, tape recorder, visual and hearing amplification aids, braces, crutches, and wheel chairs.
14. Attends training regarding physical care, health care, daily living assistance, behavior management, crisis intervention, as appropriate.
15. Assists student in developing skills, which lead him/her to join the mainstream educational environment and to help student to work independently.
16. Performs other related duties as assigned.

**JOB DESCRIPTION**  
**I/A SP ED-SPECIALIZED (ABA)**

QUALIFICATIONS:

1. Ability to maintain harmonious working relationships with students, staff and community.
2. Ability to perform simple clerical work.
3. Ability to make decisions quickly regarding health and safety of students.
4. Experience working with children required, preferably in special education environment.
5. Education equivalent to the completion of the twelfth grade and the ability to pass the district competency tests; course work/training in special education, psychology or child development desired. Willingness to complete appropriate training with ability to pass related proficiency tests.
6. Ability to pass district physical examination to determine if candidate can handle strenuous physical activity. (Class IV)
7. CPR and first aid certification may be required.
8. Knowledge of positive behavior modification techniques.
9. Ability to speak clearly and effectively, follow oral and written directions; maintain confidentiality of records and discussions; empathize with the special needs of disabled students; work independently, engage in strenuous physical activities; react with flexibility to students with learning/behavioral and/or physical disabilities.

Employees hired as a IA SP ED-Specialized may move to the Lead IA SP ED-Specialized (available to ABA program only) upon meeting the following requirements:

1. Two (2) years of a IA SP ED-Specialized (ABA Focus) experience and the successful passage of the Lead proficiency examination.  
or
2. One year (1) of IA SP ED-Specialized experience (ABA Focus) and 30 hours of coursework related to behavioral therapy and passage of the Lead proficiency examination  
and
3. Satisfactory anniversary evaluations.