



## Orcutt Union School District

500 Dyer Street  
Orcutt, CA 93455  
(805) 938-8900

Classified application for employment available @ [www.orcutt-schools.net](http://www.orcutt-schools.net)  
Departments, Human Resources, Classified Employment,  
Application for Employment – Classified 2023

November 16, 2023

- POSITION:** INSTRUCTIONAL ASSISTANT, 1 for Special Education  
6.0 hour (non site specific)
- SALARY:** \$17.87 - \$22.80 per hour  
\*\*may receive a 2.5% stipend for special needs, if applicable
- QUALIFICATIONS:** See job description on reverse side of this Notice.
- TO APPLY:** Submit a Classified Application and a letter of interest stating  
your qualifications to Susan Salucci, Assistant  
Superintendent/Personnel Services, Attention: Classified  
Personnel
- LICENSES &  
CERTIFICATES:** Behavioral training preferred but not required  
Applicants must follow the above instructions to be considered.
- APPLICATION DEADLINE:** Until filled
- INTERVIEWS:** Selected applicants will be notified

*It is the applicant's responsibility to confirm the receipt of their application by the Classified Human Resources Department. Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinitiate or withdraw the recruitment-selection process at any point.*

### General Requirements upon Offer of Employment

*The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed, which verifies identity and authorizes his/her right to work in the United States. Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District. State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.*

"The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in the educational programs or activities which it operates"

\*\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\*\*

## ORCUTT UNION SCHOOL DISTRICT

### CLASS TITLE: INSTRUCTIONAL ASSISTANT I-SPECIAL EDUCATION

#### BASIC FUNCTION:

Under the direction of a Principal, assist a certificated teacher in providing instruction to individual or small groups of students enrolled in a designated special education program in an inclusion or classroom environment; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

#### DISTINGUISHING CHARACTERISTICS:

Incumbents in the Instructional Assistant I-Special Education class are assigned to assist and work with learning handicapped, Resource and other students as assigned. Incumbents assigned to the Instructional Assistant II-Special Education class work with severely, physically, communicatively or other handicapped students as assigned. Incumbents perform more physical and medical treatment activities in the performance of daily activities.

#### REPRESENTATIVE DUTIES:

Tutor individual or small groups of students enrolled in a special education program; reinforce instruction as directed by the teacher; monitor and supervise student drills, practices and related activities. *E*

Assist the teacher in meeting the educational needs of students enrolled in a designed special education program. *E*

Assist in preparing and modifying individualized lessons and instructional materials as directed by the teacher; monitor and score a variety of tests and assignments. *E*

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*

Oversee student activities including field trips as required; lead and supervise games, playground activities and movement education as assigned. *E*

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating specialized educational training equipment and distributing and collecting paper and supplies. *E*

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, ordering supplies and recording grades. *E*

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment. *E*

Participate in meetings and in-service training programs as assigned. *E*

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to students with learning disabilities.

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reading and writing communication skills.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

**ABILITY TO:**

Assist a certificated teacher in providing instruction to individual or small groups of students in a classroom.

Assist the teacher in meeting the educational needs of students enrolled in a special education program.

Demonstrate an understanding, patient and receptive attitude toward children with special needs.

Perform clerical duties such as filing, duplicating and maintaining routine records.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn the procedures, functions and limitation of assigned duties

Communicate effectively orally and in writing with children and adults.

Read, interpret and follow rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Oversee and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

Enlist the support, interest and participation of students.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and six months' experience in working with school-age children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Successful completion of the State-mandated proficiency examination.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom or playground environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Seeing to observe students.

Hearing and speaking to communicate with students and instructors.

Dexterity of hands and fingers to operate educational equipment.

Bending at the waist, kneeling or crouching.

Standing or walking for extended periods of time.