

# SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

## **JOB TITLE: Instructional Specialist - Students with Orthopedic Impairments (OI)**

**REPORTS TO:** Executive Director, Principal, or Designee  
**SUPERVISES:** No supervisory responsibilities.

### **DEFINITION:**

Perform the necessary duties to adapt, modify assignments and instructional materials to make them accessible to students with orthopedic impairments. Under the supervision of a teacher, assist OI students one-on-one, in homes or in small groups in a classroom setting to assist with class assignments and skill building. Reinforce the use of assistive technology with students individually or in small groups.

### **QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. An AA degree (or equivalent) or passage of proficiency examination in compliance with Education Code and No Child Left Behind Act.
3. One year experience working with children with disabilities.
4. First Aid and CPR certification (provided by SLOCOE) must be obtained within 130 days of employment.
5. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
6. Valid California Driver's License.

Desired:

1. Work or volunteer experience with children that have orthopedic needs.

### **KNOWLEDGE AND ABILITY:**

1. Knowledge of practices and procedures involved in the instruction of orthopedically impaired students.
2. Knowledge of learning issues and problems related to the orthopedically impaired.
3. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
4. Knowledge of basic mathematical computations.
5. Knowledge of record-keeping techniques.
6. Ability to operate a variety of specialized equipment including computers, alternative keyboards, switches, touch screens, tablet computers, printers, photocopiers, and laminators.
7. Ability to interpret and apply guidelines, rules, regulations, policies and procedures.
8. Ability to operate a computer and specialized peripherals and software.
9. Ability to maintain accurate records.
10. Ability to communicate effectively both verbally and in writing.
11. Ability to maintain regular and reliable attendance.
12. Ability to drive a car.
13. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
14. Ability to establish and maintain positive and effective working relationships with diverse populations.
15. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
16. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.

### **ESSENTIAL FUNCTIONS:**

1. Follow the directions of an OI teacher to modify or create materials specific to an individual learner's needs. These directions may be verbal or written, and they may or may not include a sample. Types of

specific tasks may include: modifying books and other written materials to make them accessible, creating visual schedules and instructions, enlarging book pages, create “low tech” curriculum adaptions and modifications, modifying writing tools, modifying teacher created instructional materials, and creating overlays for assistive technology equipment.

2. Work with OI students in a one-on-one setting within the student’s school setting independently per written or verbal directions from an OI teacher. This includes: working individually with an OI student on specific OI goals using a variety of equipment and materials, delivering or picking up materials and equipment from school sites.
3. Assist the teacher in reinforcing instruction to individual or small groups of students. Assist teacher with the implementation of Individualized Education Plans (IEPs) Confer with the teacher concerning IEPs, lesson plans, student progress, behavior and materials.
4. Confer with teachers and other personnel concerning instructional materials and student needs. Monitor student needs to determine equipment and material requirements. Modify instructional materials to meet the individual needs of students.
5. Operate specialized equipment including computers, tablet devices, switches, alternative keyboards, switch interfaces, and/or touch screens.
6. Create and maintain records which may include supply inventory and equipment logs. Create and maintain student files. Update and maintain databases.
7. Travel, using personal vehicle or SLOCOE car, to school sites within San Luis Obispo County..
8. Attend workshops and conferences to ensure current knowledge (related to best practices in the education of students with orthopedic impairments)
9. Handle confidential information and materials with complete security.
10. Other duties as required within the scope and skill level of the classification.

**ENVIRONMENT:**

1. Office or school environment.

**PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate specialized medical equipment.
2. Seeing to read a variety of materials and monitor student health conditions.
3. Hearing and speaking to exchange information,
4. Bending at the waist, kneeling or crouching to assist students.
5. Reaching overhead, above the shoulders and horizontally.
6. Walking on uneven terrain.
7. Sit in low chairs or on the floor.
8. Climb stairs.
9. Reach overhead.
10. Sitting or standing for extended periods of time.
11. Physical ability to lift 45 pounds from floor to waist.
12. Physical ability to lift 25 pounds from waist to shoulder.
13. Physical ability to lift 23 pounds from shoulder to overhead.
14. Physical ability to carry 23 pounds.
15. Physical ability to push 48 pounds.
16. Physical ability to pull 75 pounds.
17. Physical ability to position a student who may weigh 150 pounds or more, to conduct two-person lifts, and to manipulate wheelchairs and orthopedic devices such as lifts, slings, etc.

Grade Allocation: 21
Adopted: 7/23/14
Revised: