

INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION

JOB TITLE: INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION

REPORTS TO AND EVALUATED BY: Special Education Director, Building Administrator, and Special Education Teacher

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High school diploma or general education degree (GED) - preference may be given to applicants with college education.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos
Ability to write simple correspondence
Ability to effectively present information in one-on-one and small group situations

Mathematical Skills: Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: The ability to work with emotionally, physically and/or mentally impaired students
Ability to maintain composure under stressful conditions
Ability to develop effective working relationships with students, staff, and the school community
Ability to communicate clearly and concisely, both orally and in writing
have some knowledge of human growth and development and the learning process.

Physical Demands: The employee may be required to lift 40lbs and or push/pull up to 100lbs

Work Environment: The employee is continuously responsible for assisting the teacher with the safety, well-being and work output of students.

PERFORMANCE RESPONSIBILITIES:

1. Works cooperatively within the classroom with students and staff.
2. Administers informal assessments to accommodate student's specific modifications under direction of certified teacher.

3. Reinforces learning of material or skills using a variety of methods as directed by certified staff.
4. Collects and maintains suitable material for student educational growth.
5. Alerts the teacher to special needs of individual students.
6. Is willing to perform lifting and minor medical interventions due to various disabilities as needed and to participate in training and in-service as necessary to perform such tasks?
7. Keeps accurate records, lesson plans, and maintains individual records for each student.
8. Exhibits high level of ethical behavior and confidentiality of information about students as is expected of all staff.
9. Maintains effective communication with teachers, other staff and parents when appropriate.
10. Contributes to and maintains a positive attitude towards students, program environment, teachers and program administration.
11. Performs other duties as needed that contribute to the well-being of the school.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature _____ Date: _____

Period of Employment (i.e. – hours/day, days/year):

INSTRUCTIONAL ASSISTANT - TITLE I

JOB TITLE: INSTRUCTIONAL ASSISTANT - TITLE I

REPORTS TO AND EVALUATED BY: Title I Director, Building Administrator

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Two years or equivalent of post-secondary education, AA or equivalent preferred.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos
Ability to write simple correspondence
Ability to effectively present information in one-on-one and small group situations

Mathematical Skills: Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: Ability to develop effective working relationships with students, staff, and the school community
Ability to communicate clearly and concisely, both orally and in writing. Have some knowledge of human growth and development and the learning process.

PERFORMANCE RESPONSIBILITIES:

1. Works cooperatively with students and staff.
2. Reinforces learning of material or skills using a variety of methods as directed by certified staff.
3. Keeps accurate student records and portfolios.
4. Collects and maintains suitable material for student educational growth
5. Prepares and organizes materials for small group and individual instruction.
6. Exhibits high level of ethical behavior and confidentiality of information about students as is expected of all staff.
7. Maintains effective communication with teachers, other staff and parents when appropriate.
8. Participates in appropriate in-service training programs.

9. Contributes to and maintains a positive attitude towards students, program environment, teachers and program administration.

10. Performs other duties as needed that contribute to the well-being of the school.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

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