

INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION

Purpose Statement:

The job of Instructional Assistant - Special Education is done for the purpose/s of assisting in the supervision and instruction of special education students; relieving teachers of clerical tasks; and developing students' daily living and behavioral skills.

Essential Functions

- Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- Administers assessments instruments for the purpose of evaluating student progress.
- Administers first aid and or medication for the purpose of providing appropriate care for children as assigned.
- Implements behavioral plans for the purpose of meeting students' social and daily living skills.
- Implements, under the supervision of the teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Maintains students' files/records as pertains to special education for the purpose of documenting activities and/or providing reliable information.
- Monitors individual students, classroom, library, playground activities, field trips, etc. for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. copying, typing, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Prepares documentation (e.g. reports, instructions, memos, notes, etc.) for the purpose of providing written support and/or conveying information.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings for the purpose of receiving and/or conveying information.
- Confers with teachers, parents and/or appropriate personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Participates in in-service workshops and trainings for the purpose of receiving and/or conveying information related to job functions.
- Serves snacks for the purpose of providing for students' nutritional needs.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying assessment instruments; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working as part of a team; and sensitivity to children's concerns.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under a generally hazard free environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 16