

INSTRUCTIONAL ASSISTANT

data on student behavior; performs a variety of clerical and support duties; supervises and directs other personnel; attends and participates in student progress meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Other duties may be assigned.

- x Under supervision, provides individualized applied behavioral support to identified special education students with emotional disorders, learning disabilities, behavior disorders and related special education needs
- x Assists instructional personnel with the development and presentation of learning materials and instructional exercises; may provide a variety of instructional and behavior assistance to individual students one-on-one in support of special instructional programs; assists in the implementation of Individual Education Plans (IEP).
- x Tutors individual or small groups of students, reinforcing instruction as directed by the teacher; monitors and oversees student drills, practices and assignments in various subjects; assists with the implementation of lesson plans.
- x Performs a variety of clerical and supportive duties related to classroom activities such as preparing, typing, duplicating, filing and distributing instructional materials; maintains records, progress notes, charts, observation logs and student files related to attendance, grades, progress, behavior and assigned activities.
- x Assists students in completing classroom assignments, homework and projects.
- x Observes and controls behavior of students in the classroom, lunch areas, library, playground and other learning environments according to approved procedures; reports progress regarding student performance and behavior.
- x Collects data and records anecdotal student progress notes
- x Redirects student behavior according to established techniques and procedures; provides positive behavior interventions.
- x Implements behavioral strategies and program modifications in accordance with assigned students IEP and BIP's
- x Administers and scores various tests and assessments as directed; prepares mandated reports and documentation as required.
- x Assists students with performing and developing proper social behavior, personal hygiene and self help skills including toileting students, changing diapers and soiled clothing as assigned by the position.
- x Attends and participates in assigned meetings and staff development trainings.
- x Operates a variety of classroom and office equipment including a calculator, copier, a computer and assigned software
- x Provides routine first aid to injured students according to established procedures as needed.
- x Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner.
- x Communicates with teachers and certificated personnel to support students' needs and progress.
- x Performs related duties as assigned or required.

- x Behavior intervention modifications, techniques, strategies, plans, procedures and goals.
- x Problems and concerns of students with emotional disorders, learning disabilities, behavior disorders and other special education needs.
- x Techniques used in controlling and motivating students.
- x Child guidance principles and practices related to children with special learning needs.
- x Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- x Basic instructional methods and techniques.
- x Correct English usage, grammar, spelling, punctuation and vocabulary.
- x Applicable Educational laws, codes, regulations, policies and procedures related to position.
- x Federal and State laws and regulations regarding special education and assigned duties.
- x Data collection and record keeping methods.
- x Operation of a variety of office/classroom equipment, a computer and assigned software.
- x Techniques to motivate students and manage student behavior.
- x Interpersonal skills using tact, patience and courtesy.
- x Community based instructional and behavioral support programs.
- x Basic principles, goals and objectives of Individual Education Plans (IEP).
- x Safe practices in classroom and playground activities.
- x Operation of standard office and classroom equipment including a computer and assigned software
- x Oral and written communication skills.

during a probationary period.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- x Dexterity of hands and fingers to operate standard office and classroom equipment.
- x Hearing and speaking to exchange information.
- x Seeing to read a variety of materials and monitor student activities.
- x Reaching overhead and above shoulders to access materials.
- x Sitting or standing for extended periods of time.
- x Lifting, carrying, pushing or pulling objects up to 50 pounds; occasional lifting, carrying, pushing or pulling heavy objects up to 75 pounds with assistance.
- x Bending at the waist, kneeling or crouching to assist students.
- x Walking to and from designated locations.

WORK ENVIRONMENT:

Indoor/classroom/outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **The noise level in the work environment is usually moderate. Hazards include:**

- x Contact with dissatisfied or abusive individuals.
- x Potential for contact with blood, other body fluids and communicable diseases.

Revised: 10/2018