

JOB TITLE: INSTRUCTIONAL ASSISTANT (EXCEPTIONAL STUDENT EDUCATION)

JOB DESCRIPTION:

This employee is responsible for assisting the teacher(s) in organizing and implementing an instructional, academic program. This employee will work under direct supervision of a teacher or teachers.

Duties of this position include but are not limited to:

1. **Classroom Management:**
 - a. Assisting the teacher(s) with maintaining a classroom environment conducive to effective learning.
 - b. Assisting with duties that require movement of students.
 - c. Assisting in preparation of food for students with special needs.

2. **Knowledge of Subject Matter:**
 - a. Communicating accurate knowledge of subject matter in a comprehensible manner using language and style appropriate to the learner.
 - b. Applying concepts, laws, and rules relevant to subject matter.
 - c. Demonstrating a breadth of subject matter knowledge that enables students to approach and to interrelate topics from a variety of perspectives, interests, and points of view.
 - d. Using the current references, materials, and technologies of the subject field in a manner appropriate to the developmental stage of the learner.
 - e. Demonstrating the ability to check student comprehension of subject matter and providing accurate feedback to students.

3. **Planning for Instruction:**
 - a. Assisting the teacher with the design of the academic program based on the assessed needs of students.
 - b. Assisting the teacher with preparation and implementation of lesson plans for students based on assessed needs and in accordance with the district's philosophy and curriculum system.
 - c. Assembling, adjusting, and maintaining equipment used in the instructional program (includes adaptive equipment).

4. **Delivery of Instruction:**
 - a. Providing academic assistance and support for individual and/or small groups of students as directed by and under the supervision of the teacher

JOB TITLE: INSTRUCTIONAL ASSISTANT (EXCEPTIONAL STUDENT EDUCATION)

Page 2

- in the ESE or basic education classroom.
 - b. Assisting the teacher(s) with effective utilization of media and technology in the classroom.
 - c. Assisting students with:
 - 1) carry-over of learned behaviors and skills, including the use of assistive technology, throughout the daily schedule as recommended by the classroom teacher.
 - 2) self-care needs (toileting, lifting, positioning, feeding, etc.)
 - d. Monitoring students during community based instruction, on and off campus sites under the direction of an instructional staff member (as prescribed on individual educational plans). This includes monitoring small groups of students as directed by the teacher(s).
5. **Assessment of Student Performance:**
- a. Assisting the teacher(s) with administration of appropriate assessments designed to measure and observe student progress.
 - b. Assisting the teacher(s) with evaluating student progress on a regular basis and providing feedback to students and parents.
6. **Communication:**
- a. Establishing and maintaining cooperative relations with other employees.
 - b. Assisting the teacher(s) with establishing and maintaining open lines of communication with students and their parents concerning academic and behavioral progress of assigned students.
 - c. Assisting the teacher(s) with preparing progress reports to school personnel and to parents.
7. **Professional Development Program:**
- a. Continuing professional growth through educational inservices, meetings, and professional literature.
8. **Other Professional Responsibilities:**
- a. Assisting the teacher(s) with taking necessary and reasonable precautions to protect students, materials, equipment, and facilities.
 - b. Assisting the teacher(s) with ensuring that each student in the program has the necessary records in his/her permanent record and/or portfolio.
 - c. Supervising students during lunch period and music, art, and PE as needed.
 - d. Riding bus and assisting with loading and unloading of students at home and school as needed.
 - e. Performing other responsibilities, as directed

**JOB TITLE: INSTRUCTIONAL ASSISTANT (EXCEPTIONAL STUDENT
EDUCATION)**

Page 3

REQUIRED QUALIFICATIONS:

1. Associate's Degree OR
2. 60 hours of college/university level course work, OR
4. Demonstrated proficiency on district assessment.

DESIRED QUALIFICATIONS:

1. Experience in like position or with students with disabilities.
2. Training in behavioral disorders and appropriate interventions (e.g., CPI, GIST).
3. Satisfactory completion of American Red Cross First Aid Course and CPR Course