

Instructional Assistant - Special Education I

Purpose Statement

The job of Instructional Assistant - Special Education I is done for the purpose/s of assisting in the assessment of students' development and/or behavioral needs; implementing plans for remediation; and providing information to teachers, parents and/or other personnel as required.

Essential Functions

- Administers assessments for the purpose of assisting certificated personnel in identifying needs and evaluating students.
- Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Implements behavioral plans for the purpose of developing students' basic social, academic and daily living skills.
- Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Prepares speech, language and other lessons appropriate for individuals or small groups for the purpose of implementing programs for remediation of student deficiencies.
- Provides direct instructional services to students under the supervision of a certificated staff member for the purpose of implementing goals for remediation of student deficiencies.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining appropriate approach for students' speech and language services.
- Responds to inquiries for the purpose of solving problems, providing information and/or referral.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; preparing and maintaining accurate records; utilizing pertinent software applications; and adhering to safety practices.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: behavior and crisis management techniques; tutorial procedures and practices; and behavior patterns and developmental limitations of Severely Emotionally Disturbed students.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of similar types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; working as part of a team; communicating in a positive, non-threatening manner; building effective relationships; and energy to maintain a work schedule in an intensive, emotionally stressful environment.

Responsibility

Responsibilities include: working under standardized instructions and/or routines; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 25% sitting, 40% walking and 35% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in a clean atmosphere.

Experience Job Related Experience is required.

Education High School Diploma or Equivalent.

Required Testing

Pre-employment Proficiency Exam

Continuing Educ. / Training

As needed

FLSA Status Non Exempt

Certificates & Licenses

CPR/First Aid Certificate
Instructional Assist. Certification

CPI TRAINING

Clearances

Criminal Justice/Fingerprint Clearance

Salary Grade White 29