

JOB DESCRIPTION**Special Education Instructional Assistant**

DEPARTMENT: Special Programs
IMMEDIATE SUPERVISOR: Teacher/Principal/Special Programs Director and/or TOSA

GENERAL DUTIES: Under the direct supervision of the classroom teacher this position will perform a wide variety of duties assisting the teacher in an instructional setting. Some clerical duties will be performed as needed. May require assisting handicapped students and supervision of students on the playground.

ESSENTIAL REQUIREMENTS:

- A. Passing score on a Paraprofessional Assessment or 2 years of college level courses (72 hours)
- B. High school diploma or the equivalent
- C. Good health and a neat appearance
- D. First Aid card may be required based upon assignment.
- E. Personal schedule adjustable to meet the instructional needs of the children
- F. Ability to work effectively with both children and adults
- G. Experience in working with children
- H. Physical requirements which may include:
 1. In an eight hour day the employee may:
 - a. Stand/walk 4-6 hours
 - b. Sit 1-3 hours
 2. Employee may use hands for repetitive
 - a. Simple grasping
 - b. Pushing and pulling
 - c. Fine manipulation
 3. Employee may need to:
 - a. Bend frequently
 - b. Squat frequently
 - c. Climb stairs occasionally
 - d. Lift frequently
 4. Lifting may involve assistance with lifting 100 pounds maximum and frequently lifting and/or carrying of objects weighing up to 40 pounds.
 5. Strength, stamina, and flexibility

ESSENTIAL RESPONSIBILITIES

- A. Under the supervision of a certified teacher, administer classroom activities and instruction
- B. Provides for the identified physical needs of students such as toileting, feeding, therapy, transporting and other related needs
- C. Assists in monitoring classroom management which may include the physical restraint, physical movement, lifting and carrying of students
- D. Work with students to meet their educational needs by using appropriate strategies, methods, materials, and/or equipment as directed by the teacher
- E. Check student work, correct papers, and supervise testing
- F. Performs clerical duties as needed
- G. Participate in in-service training programs
- H. Work under the guidelines of any special program such as Title I, Title I-M, Educational Resource Center, or Self-Contained classrooms
- I. Maintain confidentiality of all identifiable student information unless another person has legitimate educational interest.
- J. Know and fulfill mandatory reporter responsibilities.
- K. Perform such other related duties as may be requested by the supervisor or the Superintendent