

**SECTION**                    **SERVICE PERSONNEL**  
**AREA**                        **AUXILIARY PERSONNEL**  
**TITLE**                        **Instructional Assistant for the Emotionally Disturbed**

**QUALIFICATIONS:**

1. Preferred – bachelors degree with course work in early childhood training, psychology, counseling, occupational therapy, special education, classroom methods or related areas.
2. Preferred – New Jersey Teaching Certificate.
3. Required – eligibility for a New Jersey Substitute Teacher’s Certificate.
4. Such alternative or additional qualifications which demonstrate the following characteristics: enjoys working with young people, tact, patience, sensitivity to the needs of children with emotional handicaps, cooperativeness and high moral standards.

**REPORTING RESPONSIBILITY:**

The Instructional Assistant for the Emotionally Disturbed is directly responsible to the teacher of the handicapped and the building principal and indirectly to the Supervisor of Special Education.

**JOB GOAL:**

The Instructional Assistant for the Emotionally Disturbed works under the direction of a teacher of the handicapped in providing services for children with maladaptive behavior.

**TERMS OF EMPLOYMENT:**

Ten-month contract. Benefits as described in Policy 4971, Benefits – Attendance Officer, etc.

**PERSONAL EVALUATION:**

At least once each year, the Instructional Assistant for the Emotionally Disturbed shall be evaluated in writing by the building principal or designee and the Supervisor of Special Education with input from the Teacher of the Handicapped. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

**PERFORMANCE RESPONSIBILITIES:**

1. Serves as a member of the crisis intervention team and provides class coverage when the teacher must provide individual counseling.
2. Works closely with the classroom teacher in developing effective educational strategies.

3. Works with pupils, under the direction of the classroom teacher, on activities, lessons or assignments which help the handicapped pupil achieve specific goals as described in the Individual Educational Program.
4. Is knowledgeable in classroom management techniques and assists in the application of these techniques.
5. Counsels students, under the direction of the classroom teacher and members of the child study team, emphasizing contact with reality paying attention to learning tasks and reinforcing socially acceptable behavior.
6. Accompanies students during their participation in special area instruction and lunch period, when necessary.
7. Participates in parent conferences.
8. Assists the classroom teacher and other members of the Department of Pupil Services by being present when instruction is given to the class, participating in the activity and following through to fulfill curriculum objectives.
9. Serves as substitute teacher for the class, when necessary.
10. Performs other duties and responsibilities incidental to the position or as assigned by the teacher, principal or Supervisor of Special Education.

Position Description approved: 9/22/87