

**POSITION TITLE:** Instructional Assistant – Virginia Treatment Center for Children (VTCC)

**QUALIFICATIONS:** Must have an Associate's Degree or completion of 60 hours of college credits from an accredited college or university recognized by the Virginia Department of Education. Experience working with both elementary and secondary students strongly preferred. One year of experience as an instructional assistant preferred. Must have excellent oral and written communication skills, time management, general knowledge of computer-based record keeping, general technology ability to include computer skills and software, and public relation skills. Must have the ability to perform basic mathematical calculation and demonstrate excellence in business English, spelling, grammar, and punctuation. Upon request may be asked to submit a writing sample. Must have the ability to establish and maintain effective working relationships with departmental colleagues, hospital staff, school division and community representatives. Must be adaptable to changing priorities, have the ability to work independently and/or with minimum supervision, and the ability to effectively handle multiple assignments simultaneously. Must have a good knowledge of and understanding of child growth, development and paraprofessional instructional procedures and practices. Considerable patience and the ability to work effectively with children with disabilities, young adults and faculty members are essential. Must be able to follow written and oral instructions and to perform all required tasks. Must have the ability to assist in the implementation of behavioral intervention programs for children with emotional/behavioral disorders and maintain student disability records in a highly confidential manner. **Special Requirement:** Must be able to lift up to 50 lbs. Must successfully complete training provided by the Virginia State Department of Education, Department of Special Education, and Virginia Commonwealth University Health Systems (VCUHS). Must complete online autism training within 60 days of start date. For information regarding the training and to complete the training modules please visit, [www.vcuautismcenter.org](http://www.vcuautismcenter.org).

**PERFORMANCE EXPECTATIONS:** Assists the teacher or designated supervisor with instructional activities in an exceptional education classroom or one-to-one. Assists student(s) in reinforcing material already presented through special efforts and repetitions. Instructs small groups and fills in for teachers to support scheduling when needed. Assists student(s) with self-care areas to build independence. Prepares and maintains files and reports. Assists teacher in performing specific duties as assigned or undertaking specialized tasks. Assists the teacher in providing individual and group instruction designed to meet individual needs and supervises students in out-of-classroom activities during the assigned workday. Reinforces acceptable student behavior in a consistent and positive manner. Encourages proper care and use of school facilities, property and equipment and participates in curriculum development programs as required. Assists student(s) with mobility needs. Guides children in working and playing harmoniously with other children. Is prepared to provide coverage, enrichment, and instruction as part of the daily schedule when needed. Works collaborative and professionally with hospital staff, education staff, administration, families, teachers, and other stakeholders to promote the success of all students, ages 4-21. Supports the teacher to differentiate instruction and provide dynamic learning experiences to both multi-age elementary and secondary classrooms. Supports the creation of an engaging environment that is conducive to learning and appropriate to the developmental levels of the students. Supports the preparation and planning of differentiated, dynamic, relevant lessons and shows written evidence of preparation in accordance with VTCC Education requirements, and state and federal guidelines. Supports a variety of instructional techniques and instructional technology to meet the needs and capabilities of the students. Maintains accurate and complete records and documents daily. Documents all lessons, correspondence, and record keeping in VTCC database daily. Establishes and promotes positive public relations and serves as an ambassador to the

VTCC Education Program. Accepts responsibility for special assignments as designated. Maintains flexibility and a positive demeanor and is able to change tasks, schedules, and roles daily - without notice. Participates in all staff meetings, professional development and maintains an active participation as a member of the professional learning community. Adheres to the terms of the employment contract with Richmond Public Schools and abides by the policies and regulations of the School Board, state operated program, and the hospital. Strives to maintain and improves professional competence Reports to work both prepared and on time. Takes part in professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning. Assists in the preparation of data for local, state and federal reports. Assists in the collection of data for providing appropriate intervention. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Duties performed typically in an acute mental health hospital setting. Support of instruction will be given to multi-age groups of both elementary and secondary students daily to include SOL curriculum, character education, and hospital themes. Work requires frequent standing, sitting, light lifting up to 10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data. Occasional lifting of up to 50 pounds.

**REPORTS TO:** Director Virginia Treatment Center

**PAY SCALE:** Unified Pay Schedule, Pay grade 107 for Associate's Degree or 60 credit hours; Pay grade 108 for Bachelor's Degree.

**LENGTH OF CONTRACT:** 216 Days (11 months) – 7 hours

**FLSA:** Non-exempt