

POSITION TITLE: Instructional Assistant – Exceptional Education

QUALIFICATIONS: Associate's Degree or completion of 60 hours of college credit from an accredited college or university recognized by the Virginia Department of Education or demonstrated knowledge of and the ability to assist in reading, writing and mathematics instruction by achieving a passing score on the ParaPro Assessment. A minimum of one year working experience as an instructional assistant preferred. Experience working with children with disabilities preferred. Excellent communication, organizational, time management and public relations skills are required. Must have the ability to perform basic mathematical calculations and demonstrate excellence in business English, grammar, spelling and punctuation. Have the ability to establish and maintain effective working relationships with others. Must have good skills in operating personal computers and related software. 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. 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 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.

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. 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 with toileting student(s), changing diapers and personal hygiene. Escorts student(s) when necessary and restrains out of control student(s) when necessary. Assists student(s) with mobility needs. Guides children in working and playing harmoniously with other children. Helps to maintain individual records for each student and collects and displays suitable materials for educational displays. Performs other related tasks as required.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties performed typically in school settings. Performs paraprofessional work assisting a classroom teacher or designated supervisor in maintaining an environment favorable to student learning and personal growth. Occasional movement of students in wheelchairs and other mechanical devices may be required. Occasional lifting of up to 50 pounds. Work requires stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, 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.

REPORTS TO: Principal

PAY SCHEDULE: Unified Pay Schedule, Pay grade 106 for ParaPro Assessment; Pay grade 107 for Associate's Degree or 60 credit hours; Pay grade 108 for Bachelor's Degree.

LENGTH OF CONTRACT: 191 Days (9.5 months) – 7 Hours

FLSA: Non-exempt