

Rogue River School District #35 – Job Description

JOB TITLE/ASSIGNMENT

EMPLOYER: Rogue River School District No. 35
JOB TITLE: Special Education Instructional Assistant
FLSA STATUS: Non-Exempt
REPORTS TO: Principal/Supervisor

Board Approval: December 14, 2021

OVERVIEW OF THE POSITION

Performs a variety of paraprofessional duties to assist a licensed teacher in the instruction of all students. Instruction and/or service may be separate from the teacher, requiring skill and supervision within the framework of an IEP or program procedure. Provide clerical functions as needed. May require assistant to, and supervision of, students on the playground or bus and in the hallway or cafeteria

RESPONSIBILITIES/DUTIES

ESSENTIAL FUNCTIONS:

- a. Excellent written and oral communication skills.
- b. Excellent multitasking skills.
- c. Ability to continuously adapt to frequent schedule, student, and environmental changes.
- d. Instruct individuals or small groups of students as directed by a licensed teacher or in accordance with an adopted program.
- e. Ability to adapt lesson, handouts, or instruction to individual students or group needs.
- f. Check student work, correct papers, and supervise testing.
- g. Perform various clerical duties in student record-keeping and other related functions.
- h. Assist teacher in devising special strategies to meet student needs, IEPs, goals, and program expectations.
- i. Assist in data collection related to testing and other IEP or state requirements.
- j. Prepare materials as designed by a licensed teacher.
- k. Assist in implementing classroom management, which may include the physical management, physical movement, lifting and carrying of students.
- l. Work effectively with and respond to people from diverse cultures or backgrounds.
- m. Participate and maintain District provided training.
- n. Maintains satisfactory attendance and punctuality.
- o. Ability to work cooperatively with staff, students, and the public.
- p. Strong work ethic.
- q. Complies with local, district, state, and federal laws, policies, and procedures.

PLAYGROUND/CAFETERIA:

- Monitor student behavior while ensuring safety for all.
- Assess injuries and treat minor injuries.
- Refer injuries and behavior to office for support as needed.
- Help students resolve conflicts and refer to office for support as needed.
- Monitor equipment and supplies.

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- Effectively coordinate and communicate with other playground or cafeteria staff, security, administration, etc.

OTHER DUTIES

- The Special Education Instructional Assistant must maintain and protect the confidentiality of students and families in accordance with FERPA and protect the rights of students to due process, dignity, privacy, and respect.
- This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

EDUCATIONAL/VOCATIONAL PREPARATION

High school or GED certificate. Complete at least two years of Post-secondary study, or obtain an Associates Degree or higher, or complete the District's Paraprofessional assessments in reading, math, writing, reading fluency, and demonstrate the ability to work with students.

PHYSICAL DEMANDS

ENDURANCE-OVERALL STRENGTH: Medium Work

Exerts force and/or lifts or carries objects weighing 20 to 50 pounds occasionally, 10 to 25 pounds frequently, and/or greater than negligible amounts up to 10 pounds constantly.

STANDING: Constantly (2/3 or more of the time)

Remain on feet in an upright position at a workstation or moving about from station to station.

WALKING: Constantly (2/3 or more of the time)

Move about on foot.

SITTING: Constantly- (2/3 or more of the time)

Remain in a seated position.

LIFTING/CARRYING: Frequently (up to 2/3 of the time)

Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

PUSHING/PULLING: Periodic - Does not occur on every shift

Push by exerting force on an object so that it moves away from the force or worker and/or pull by exerting force on an object so that it moves toward the force or worker.

BENDING/STOOPING: Occasionally (up to 1/2 of the time)

Stoop by bending the body downward or forward by flexing the spine at the waist, and/ or bend by extending the spine backward or from side to side.

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REACHING: Frequently (1/3 to 2/3 of the time)
Extend the hands and arms in any direction.

HANDLING: Constantly (2/3 or more of the time)
Seize, hold, grasp, turn, or otherwise work with the hand or hands.

ROTATION: Constantly (2/3 or more of the time)
Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

TALKING: Constantly (2/3 or more of the time)
Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

HEARING: Constantly (2/3 or more of the time)
Perceive the nature of sounds by the ear.

SEEING: Constantly (2/3 or more of the time)
Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

SPECIALIZED DEMANDS

VIDEO DISPLAY TERMINALS: Constantly
Read or obtain information from a monochrome or color video display terminal (computer monitors, cash register terminals, gauges, etc.).

KEYBOARDS: Constantly
Enter data on keyboards (computer, ten key, or customized key pads). Keyboards may include keys that have an identical image to the key punched (as in ordinary alpha/numeric personal computer keyboards), or may utilize various symbols to relate or describe items entered.

ENVIRONMENTAL CONDITIONS

LOCATION: Inside
Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.

NOISE/VIBRATION: Constantly (2/3 or more of the time)
Endure sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.

LEARNING DEVELOPMENT DEMANDS

REASONING: Intermediate
Apply principles of rational systems to solve practical problems and deal with a variety of concrete

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variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

MATHEMATICAL: Basic

Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate, and percent; draw and interpret bar graphs. Perform arithmetic operations involving monetary units.

READING: General

Read a variety of materials such as novels, magazines, atlases, encyclopedias, safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

WRITING: Intermediate

Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

SPEAKING: General

Speak before groups with poise, voice control, and confidence, using correct English and well-modulated voice.

TEMPERAMENT REQUIREMENTS

REPETITION

Perform a few routine and uninvolved tasks repeatedly according to set procedures, sequence, or pace with little opportunity for diversion or interruption. Interaction with people is included when it is routine, continual, or prescribed.

VARIATION

Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

PRECISION

Adhere to and achieve exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; preparing exact verbal and numerical records; and comply with precise instruments and specifications for materials, methods, procedures, and techniques to attain specified standards.

RELATIONSHIP REQUIREMENTS

PEOPLE: Serving

Attend to the needs or requests of people or the expressed or implicit wishes of people; immediate response is involved. Must be able to establish and maintain harmonious working relationships with fellow employees and the public.

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OTHER REQUIREMENTS

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s). The Rogue River School District #35 will provide reasonable accommodations upon request and as required in accordance with the Americans with Disabilities Act of 1990.

SIGNATURE	DATE
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