

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

QUALIFICATIONS:

1. A.A. Degree or 60 credits highly desirable.
2. Prior successful experience in area desirable.
3. Must be able to perform physical tasks as applicable.
4. Criminal History Background Check Required.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

Assist the teacher to achieve teaching objectives as indicated in student's IEP by working with individual students or small groups to help achieve the skill levels of the class as a whole.

REPORTS TO:

Building Principal and/or designee.

TERMS OF EMPLOYMENT:

Ten-month school year. In accordance with the terms of the Collective Bargaining agreement between the board of Education and UNITE.

EVALUATION:

In accordance with Board policy and/or procedure on evaluation of secretarial/clerical personnel.

PERFORMANCE RESPONSIBILITIES:

1. Assists the student(s) in physical tasks such as, clothing change, using the lavatory, moving throughout the building, assisting wheelchair bound students, note taking as applicable and as indicated in IEP.
2. Under supervision of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher.
3. Checks notebooks, corrects papers, and supervises testing and make up work as assigned by the teacher.
4. Serves as a resource person to the Child Study Team upon request.
5. Assists the teacher with clerical responsibilities (i.e. copying, filing, computerized record keeping as applicable, purchase orders etc.).

6. Maintains and improves professional competence via workshops, seminars, publications, etc.
7. Carries out such other duties as may be assigned by the principal and/or designee.

DATE ADOPTED BY BOARD November 20, 2006

AGREED TO BY INCUMBENT _____ DATE _____
(Signature)

(Print Name)