

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Instructional Assistant - Special Education
Reports To: Building Principal/Assistant Superintendent of Student Services

SUMMARY

Assists in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

QUALIFICATIONS/REQUIREMENTS

Instructional Assistants must meet the qualifications specified by the Department of Elementary and Secondary Education (DESE) in order to obtain a substitute teacher certificate, and have a general understanding of the objectives of public school education. Instructional Assistants may initiate instruction and work independently with students.

ESSENTIAL JOB DUTIES

- Performs supportive instructional tasks and tutorial tasks under the direction of the assigned certified staff member.
- Monitors students during independent work activities and provides assistance, as needed.
- Provides tutorial assistance to students in one-to-one or small group arrangements.
- Provides practice and reinforcement activities for students as follow-up to direct instructional provided by the special education teacher.
- Provides direct instructional activities, planned by the special education teacher, as follow-up to initial instruction.
- Reads tests to and records responses from students needing this service as specified on the I.E.P.
- Assists in preparation of instructional materials.
- Performs supportive behavior management tasks under the direction of the assigned special education teacher.
- Assists in implementing the classroom behavior management system as designed by the special education teacher.
- Informs teacher of behavior and interpersonal concerns among students.
- Provides emotional support and encouragement to students.
- Assists in the supervision of special education students throughout the school day (e.g., provide support services within regular classroom, loading/unloading of buses, lunch, recess, washroom, assemblies, and movement throughout the school building, off-campus job training sites).
- Monitors the classroom when an emergency or other responsibility (i.e. evaluation staffing, IEP, observation) requires the teacher to be out of the classroom.
- Participates in in-service training programs (minimum of 15 contact training hours during first year; 10 contact-training hours in subsequent years) and faculty meetings as directed by building administrator and/or the Assistant Superintendent of Student Services.

ESSENTIAL JOB DUTIES (cont'd)

- Assumes role of substitute teacher when special education teacher is absent.
- Obtains specialized training, as needed, for area of assignment or unusual need of assigned children (e.g. Braille, sign language).
- Participates in individual student IEPs as needed.
- Assists special education teacher in evaluation activities and special education records management.
- Assists in provision of physical care of students as needed.
- Participates in current certification in Child/Adult CPR and training in emergency first aid provided by the district, if required by position.
- Assists special education teacher with clerical duties related to the special education program (e.g., inventory of materials).

PHYSICAL DEMANDS

- Exert 50 to 100 pounds of force occasionally (33%), or and/or
- Exert 25 to 50 pounds of force frequently (33-55%), and/or
- Exert 10 to 20 pounds of force often to move object

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate school related duties as assigned by the Building Principal/ Assistant Superintendent of Student Services

MENTAL DEMANDS

Ability to function in a multi-tasking environment. Flexibility to adapt to changing operational conditions. Excellent interpersonal and public relations skills. Ability to function in high stress situations. Ability to communicate clearly both verbally and in writing. Ability to read, learn and respond to a variety of job related subjects.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current salary schedule and District Policy.

EVALUATION

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.