# LEAD INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION/SIGNING/BRAILLEST

## Purpose Statement

The job of Lead Instructional Assistant - Special Education/Signing/Braillest is done for the purpose/s of assisting assigned teaching personnel in the supervision and instruction of physically and/or emotionally handicapped students with hearing/visual impairments; providing voice to sign and sign to voice, print to Braille, Braille to print support and enlargement of all text/materials; providing and performing classroom clerical tasks in support of the instructional process; and serving as a resource to other school personnel requiring assistance with hearing and/or visually impaired persons and teaching students literary Braille, Nemeth math, and Spanish Braille.

## Essential Functions

- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Administers, under supervision, first aid and assistance to medically fragile children for the purpose of providing required care for assigned students.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Assists students, individually or in groups, with lesson assignments (e.g. regular classroom, library, computer lab, cafeteria, recess, P.E., music, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Attends meetings (e.g. inservice, workshops, IEP's, etc.) for the purpose of receiving and/or conveying information.
- Collaborates with teachers, parents, counselors, etc. for the purpose of developing behavioral plans and/or modifying curriculum.
- Communicates with hearing impaired/non-verbal students using sign language for the purpose of facilitating communication with student(s).
- Implements the Pics program for voiceless students for the purpose of providing an alternate form of communication.
- Implements, under the supervision of assigned teacher, instructional/behavioral programs and lesson plans for the purpose of assisting the teacher in improving students' academic and life skill success through a defined course of study.
- Lifts students for the purpose of repositioning students and/or transferring to/from wheelchairs.
- Maintains files and records (e.g. student logs, etc.) for the purpose of ensuring up-to-date reference trail.
- Performs record keeping and clerical functions for the purpose of supporting the teacher in providing classroom materials.
- Prepares written materials (e.g. notes, letters, permission slips, etc.) for the purpose of conveying information.
- Provides sensory integration for the purpose of calming students and diffusing tension.
- Provides support (e.g. voice to sign/sign to voice, print to Braille/Braille to print, enlargement, tapes, etc.) for the purpose of facilitating communication of hearing impaired student(s) and/or reinforcing classroom objectives.
- Researches computer software and equipment for the purpose of recommending purchases to enhance student success.
- Responds to inquiries (e.g. parents, teachers, staff, etc.) for the purpose of providing information or referring to appropriate personnel
- Restrains students as necessary for the purpose of preventing injury and/or diffusing emotional outbursts.

## Job Requirements: Minimum Qualifications

### Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities; American Sign Language; and stages of child development.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working with constant interruptions.

### Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions.. There is a continual opportunity to impact the Organization’s services.

### Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High School diploma or equivalent and targeted job related education that meets organization’s prerequisite requirements.

### Required Testing

Pre-employment Proficiency Test
Physical Capacities Test

### Continuing Education/Training

Training and attendance at workshops as appropriate.

### Certificates & Licenses

None Specified

### Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening