

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: INSTRUCTIONAL ASSISTANT/LEARNING CENTER

Classification:	Classified	Work Year:	As assigned
Department:	School Sites	Board Approval:	09/07/2000
Reports To:	Principal	Salary Revision:	07/01/2003
Salary Range:	Classified Salary Schedule, Range 9	Format Revision:	10/30/2009

BASIC FUNCTION:

Under the direct supervision of certificated staff, assist in the instruction and care of multi-handicapped students including observing student behavior, providing special health requirements, interacting with staff/parents, and keeping necessary records.

REPRESENTATIVE DUTIES:

- Assists certificated staff in maintaining a controlled, safe classroom environment.
- Provides appropriate individual and group interventions to redirect/modify student behavior.
- When necessary physically restrains and/or removes student from classroom for the safety of others.
- Assists students with self-help skills involving grooming, toileting (including diapering), cleaning, and personal hygiene.
- May prepare food or nourishment according to individualized dietary requirements.
- Assists students with eating and drinking which may involve gastronomy tube feeding.
- Assists students with gross motor skills including positioning students in supportive equipment and wheelchairs, working with students on gross motor equipment, assisting students to sit up, crawl, and walk, and assisting in physical education and leisure activities.
- Assists students with educational skills involving communication, reading, writing, identifying colors, counting, basic arithmetic, art, and computer usage.
- Maintains awareness of physical and emotional changes in students and reports concerns to teacher as appropriate.
- May monitor kidney dialysis for changes.
- May be required to catheterize student or to change colostomy bag when necessary.
- May work with students who have chronic, contagious conditions.
- Assists with Community Based Instruction (CBI) forms and emergency information.
- Sets up the classroom for instruction, projects, and activities as requested by teacher.
- Assists teacher with daily and weekly lesson/work plans.
- Assists teacher in maintaining accurate records and reports.
- Assists in the instructing/tutoring of assigned students including multiple grade levels in basic academics, language, and/or specialized subject areas.
- Confers with Teacher regarding student levels' needs.
- Assists Teacher prepared lessons, reinforces concepts, listens to students read, answers questions, assigns work, and checks work for completeness and accuracy.
- Assists daily student activities and/or lessons.
- Supervises students to maintain effective learning and/or safe play/recreational environments, noting behaviors observed.
- Assists with correction and recording of tests, daily assignments, and homework.
- Assists in the establishment and maintenance of records and files such as pupil profile cards, lesson plans, behavior management points, grades, report cards, attendance records.
- Operates a variety of office and audio-visual machines and equipment including typewriter, copier, film projector, tape recorder, VCR, and language master.
- Performs a variety of clerical duties as assigned including typing, filing, and duplicating.
- Attends in-service training, parent conferences, and after school meetings as assigned.
- Maintains student and staff information as confidential.
- Performs other duties similar to the above in scope and function as required.

LICENSES AND OTHER REQUIREMENTS:

- First Aid Certificate including CPR

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Special needs of students who have behavioral, learning, or physical disabilities;
- Basic signing skills desirable in some programs for nonverbal students;
- Cleaning and disinfecting procedures;
- Alternative feeding and suctioning techniques;
- Diaper changing and alternative toileting techniques for all ages;
- General clerical duties including record keeping and filing.

ABILITY TO:

- Develop and maintain professional rapport with teacher and other staff;
- Demonstrate sensitivity to needs of students, staff, parents;
- Maintain confidentiality of information regarding students;
- Supervise students;
- Follow instructions and independently make decisions within the framework of established guidelines;
- Operate standard office equipment;
- Respond quickly in emergency situations;
- Recognize changes in -student behavior and appearance;
- Communicate effectively in both oral and written form;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Pass a high school proficiency exam administered by the Dry Creek Joint Elementary School District.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

- Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move.
- Ability to lift 50 lbs. maximum or carry any object weighing up to 25 lbs. on a continuous basis.