

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

DEFINITION:

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students with a variety of special learning needs in a variety of subjects in an assigned specialized and/or mainstream classroom; assist in the preparation of instructional materials and implementation of lesson plans; assist in the implementation of Individual Education Plans (IEP) and 504 Plans; assist in the implementation of a behavior modification programs; perform routine clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist a certificated teacher in the implementation of curriculum, presentation of learning materials and instructional exercises to individual or small groups of students with special learning needs such as physical disabilities, emotional disorders, learning disabilities, behavior disorders and other special education needs in a variety of subjects.
- Tutor and lead individual or small groups of students reinforcing instruction in basic academic subjects as directed by the teacher; confer with the teacher concerning lesson plans and materials to meet student needs; monitor and oversee student drills, practices and assignments in various subjects.
- Assist students with performing and developing proper social behavior, personal hygiene and self-help skills including toileting students, changing diapers and soiled clothing as assigned by the position; assist students with eating activities; assist students in reaching IEP academic, emotional, social, physical and behavioral goals and objectives.
- Perform a variety of clerical duties and supportive tasks in support of classroom activities such as preparing, copying and filing instructional materials.
- Adapt activities, assignments or materials under the direction of an assigned teacher; assist students in completing classroom assignments, homework and projects in various academic subjects; assist student to reach academic goals and grade level standards.
- Provide individualized behavioral support to students with emotional disorders, learning disabilities, behavior disorders and related special education needs
- Ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Assist in the collection of data, monitoring and charting of student behavior and behavior support services; record anecdotal student progress notes.
- Redirect student behavior according to established techniques and procedures; provides positive behavior interventions.
- Assist students with the development of vocational opportunities, internships and job searching skills as assigned.
- Observe, guide and support student behavior in the classroom and other school environments according to approved procedures.
- Provide routine first aid to injured students according to established procedures as needed; provide specialized medical services or assistance as instructed by a health care professional.
- Monitor students during outdoor activities including lunch, recess and field trips as directed; report progress regarding student performance, social skills and behavior; escort students to and from designated school locations.
- Set up work areas, supplies and equipment in the classroom for student use; administer various assignments, tests or make-up work as directed by teacher; correct daily assignments.
- Operate a variety of classroom and office equipment including audiovisual equipment, a computer and assigned software.
- Ensure the health and safety of students by following established District policies practices and procedures; maintain classroom learning environment in a safe, orderly and clean manner.

- Communicate with teachers, support staff, parents, personnel and others to exchange information and resolve issues or concerns; provide teachers and IEP support team with relevant feedback and information on students' progress through observation and daily contact.
- Maintain confidentiality of student information; prepare files, logs and documentation as required.
- Attend meetings and in-services as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and some experience working with children in an educational or organized learning environment. Experience working with individuals with special needs is desirable.

Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Child guidance principles and practices especially as they relate to students with special learning needs.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language, vocabulary, science and reading.
- Basic instructional methods and techniques.
- Problems and concerns of students with physical disabilities, emotional disorders, learning disabilities, behavior disorders and other special education needs.
- Correct English usage, grammar, spelling, punctuation, vocabulary, reading and writing skills.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Basic principles, goals and objectives of Individual Education Plans (IEP).
- Techniques used in providing positive behavior support and motivating students.
- Basic arithmetic computations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic data collection and record-keeping techniques.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Perform clerical work and operate standard office equipment, computers and assigned software.
- Understand and follow oral and written directions.
- Assist students with self-help, personal hygiene and independent living skills as assigned.
- Establish and maintain cooperative, empathetic and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Apply behavior modification techniques developed for classroom use.
- Understand the exceptional needs of special education students.
- Observe, collect and record data regarding student behavior.
- Model appropriate social skills and social interactions.
- Monitor and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Maintain confidentiality of student information.
- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Classroom/Outdoor environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Lifting, carrying, or pushing heavy objects or children.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

Hazards:

- Contact with dissatisfied or abusive individuals.
- Contact with blood, other body fluids and communicable diseases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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