



Inst Asst 1 / Motor Develop

Purpose Statement

The job of Inst Asst 1 / Motor Develop is done for the purpose/s of providing support to the instructional program under the direction of the District OT/PT, with specific responsibility for assisting in the supervision, care and instruction of students; assisting in implementing plans for instruction; monitoring student behavior; and providing information to appropriate supervising instructional staff.

This job is distinguished from similar jobs by the following characteristics: Works with identified students who need specific motor skill development and/or occupational therapy.

This job reports to Principal

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the District OT/PT for the purpose of supporting and reinforcing classroom objectives.
- Assists professional staff demonstrate and implement therapy techniques (e.g. manual ad creative arts, games, daily living activities, agility, dexterity, etc.) for the purpose of improving student achievement and success.
- Assists in maintaining instructional materials and/or manual and electronic files/records (e.g. test scores, etc.) for the purpose of ensuring availability of items; providing written reference; and/or meeting mandated requirements.
- Attends meetings, conferences, and in-service training programs (e.g. paraeducator conference, medical needs trainings, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, professional support personnel, and others for the purpose of assisting in evaluating progress.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, enrichment classes, etc.) for the purpose of maintaining a safe and positive learning environment.
- Performs general clerical functions (e.g. copying, filing, laminating, collating, etc.) for the purpose of supporting the instructional program.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Reports observations and incidents relating to specific students to appropriate instructional staff for the purpose of improving students achievement, behavior, and socially appropriate interactions.
- Responds to emergency situations (e.g. student injuries, socially inappropriate behavior, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios;

understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 1