



Inst Asst 1 / Special Ed

Purpose Statement

The job of Inst Asst 1 / Special Ed is done for the purpose/s of providing support to the instructional program with specific responsibility for assisting in the instruction of students with disabilities; administering tests; performing clerical tasks; supervising students individually or in small groups; and providing limited instruction to students with disabilities.

This job is distinguished from similar jobs by the following characteristics: does not require the applicant to be NCLB Highly Qualified, does not work independently, but works under the direction and supervision of a certified educator or program designee, serves as an assistant to carry out program activities and assist students as directed.

This job reports to Special Education Facilitator

Essential Functions

- Assists with maintaining accurate student records (e.g. daily logs, tracking sheets, assessment results, etc.) for the purpose of progress monitoring.
- Assists students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Assists with maintaining instructional materials and/or manual and electronic files/records (e.g. daily logs, assessment results, progress reports, behavior management reports, progress toward meeting IEP goals, time sheets, etc.) for the purpose of ensuring availability of items; providing written reference; and/or meeting mandated requirements.
- Assists individuals and/or groups of students in a variety of settings under direction of classroom teacher, (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Assists classroom teacher in providing students with support for tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the classroom.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: translating written documents; operating standard office equipment 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; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and

understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation in both English and Second Language; age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; 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 specific, job-related equipment. 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: communicating with diverse groups including those with limited English proficiency and establishing and maintaining effective working relationships.

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 some opportunity to effect 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 stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 1