



Inst Asst 3 / 504

Purpose Statement

The job of Inst Asst 3 / 504 is done for the purpose/s of providing direct services to students according to an approved 504 plan under the direction of a classroom teacher, administrator, or designee in order to help students access educational activities and instruction.

This job is distinguished from similar jobs by the following characteristics: Follows approved 504 plan in collaboration with classroom teacher, school nurse, and administration. May provide assistance with positioning, hygiene, medication, bathroom or diapering, and provide individualized instruction and/or support as needed.

This job reports to Principal or Designee

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Assists medically fragile or physically disabled students (e.g. feeding, grooming, dressing, repositioning, movement, etc.) for the purpose of maintaining students' personal hygiene and comfort.
- Assists in providing medical assistance as instructed by a health care professional or licensed special educator (e.g. diapering, toileting, tube feeding, colostomy bags, medication, etc.) for the purpose of meeting the immediate health care needs of students.
- Attends to the physical and/or medical needs of students (e.g. diapering, feeding, cathing, changing clothes, administering medication, etc.) for the purpose of providing appropriate student learning conditions and assisting the supervising teacher.
- 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, parents, and professional support personnel for the purpose of assisting in evaluating progress and/or implementing 504 plan goals and objectives.
- Creates lesson plans and activities based on student 504 goals under the direction of certified educator for the purpose of assisting students to meet individual 504 goals and to learn required skills and content.
- Implements under the supervision of assigned teacher, behavioral plans designed by 504 team for students with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning concepts.
- Maintains accurate records and instructional materials (e.g. daily logs, instructional materials, assessment results, 504 progress reports, behavior management reports, time sheets, etc.) for the purpose of ensuring availability of items; providing accurate record keeping; and assisting with progress monitoring.
- Monitors and/or assisting 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.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Provides under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; implementing 504 plans; and ensuring students success in school.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally 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 algebra and/or geometry; 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: 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; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. 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; working with constant interruptions; adaptability/flexibility; decision making; and taking initiative.

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 impact 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, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under minimal temperature variations and 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:

Certificates and Licenses

Passing score on ETS ParaPro assessment OR
 Has completed 48 units of college-level coursework meeting current requirements OR
 Has completed an associate degree

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Not Rated

Lane 3