



Inst Asst 2 / Special Ed

Purpose Statement

The job of Inst Asst 2 / Special Ed is done for the purpose/s of providing IEP services to students with disabilities in order to increase student achievement and improve graduation rates, to provide support for specially designed instruction and related services under the direction of a certified special educator.

This job is distinguished from similar jobs by the following characteristics: Requires the applicant to meet Highly Qualified Requirements, Works specifically with special needs students with physical, academic, social/emotional, or behavioral disorders under the direction of a licensed special educator.

This job reports to Principal or designated Special Educator

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. 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 special educator for the purpose of meeting health care needs of students.
- Attends to the physical and/or medical needs of students with IEPs as directed 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 and professional support personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Implements, under the supervision of assigned teacher, behavioral plans designed by IEP team for students with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning concepts.
- Maintains 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.
- Monitors and/or 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.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides instruction to students in a variety of individual and group activities under the supervision of assigned teacher (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; implementing IEP 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 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: 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 others; work with similar types of 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 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 may be 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, 20% walking, and 50% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Pre-Employment Proficiency Test

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

Non Exempt

Approval Date

Salary Grade

Lane 2