

**Mercer County Schools**  
**JOB DESCRIPTION**

Job Title: Instructional Monitor II – MSD/EBD  
Job Class Code: 7319  
Pay Scale: Hourly Level 3

Reports to: Teacher/Director  
Work Schedule: 7.5 hours/180 days  
Approval Date:

**PERFORMANCE RESPONSIBILITIES**

**BASIC FUNCTION:** Assist certified teachers in implementing instructional practices, transitional activities, maintaining a safe and supportive instructional environment, and communicating and collaborating with teachers and other professionals to ensure special education students obtain quality instruction.

**REPRESENTATIVE DUTIES:**

- Implement strategies and procedures developed by teachers to maintain safe, supportive, and inclusive learning environments.
- Implement strategies that promote the student's independence across all relevant educational settings.
- Based on program and student needs, assist teachers and related service professionals in carrying out tube feeding, catheterization, toileting, diapering (including lifting), administering medication, feeding, positioning and other health related procedures required by students who have special health care needs, and maintain appropriate records of these activities.
- Keep student data current and report concerns to teacher when they arise.
- Under the guidance and supervision of a teacher, effectively implement learning strategies, prompting procedures, and other systematic instructional procedures in school and non-school settings using a variety of instructional grouping arrangements.
- Implement teacher-developed plans or strategies that enhance the fluency, maintenance, and generalization of academic skills.
- Based on program and student needs, assist teachers with community based instruction.
- Use grammatically correct language which includes age-appropriate vocabulary, first person language, appropriate tone of voice, and reinforcement procedures.
- Perform routine clerical duties such as preparation of instructional classroom materials; setting up student work areas; and operating office equipment, video, computer, adaptive devices, and other materials.
- Maintain classroom records, maintain attendance records, answer phone.
- Assist teachers in monitoring student progress regarding academic/cognitive development, social development, and behavior.
- Assist teachers and other professionals in maintaining student records required by federal and state law and regulations and Mercer County Schools Policies and Procedures.
- Implement teacher-developed behavior plans and techniques that adhere to the laws, regulations, and procedural safeguards (safe crisis management) concerning the management of student behaviors.
- Includes lifting up to 50 pounds and/or restraining students if necessary.
- Record data and monitor progress on behavior goals as directed by teacher.
- Monitor and assist students in non-academic learning environments (i.e., lunchrooms, study halls, playgrounds, and buses).
- Direct group activities of students as assigned, assist in lunchroom duties as assigned, assist in emergency drills, rec-leisure activities, assemblies, community participation as assigned.
- Assist in overseeing students while in regular class, labs or other activities, providing them with the necessary materials needed to participate.
- Follow teacher instructions and implement team decisions.
- Contribute relevant, objective information to teachers and other school professionals to facilitate planning, problem solving, and decision-making processes across all relevant settings.
- Maintain confidentiality of individual students and their families, as well as all student educational records.
- Perform assigned responsibilities under the supervision of the teachers in a professional and ethical manner established by the district, agency, state, or professional organization.
- Participate with administrators, consultants, and/or other professionals in designing and implementing comprehensive professional development activities for paraprofessionals.
- Assist in administering diagnostic and other tests and record test information.

- Read, understand and assist in implementing, recording and monitoring assigned students IEP's.
- Assist students to and from activities, loading, unloading and/or riding the bus and assist in preparation as required.
- Assist students by providing proper examples (positive attitude, caring attitude, good rapport with other staff members), emotional support, a friendly attitude and general guidance.
- Provide support to the teacher and student by creating an environment that is conducive to learning. If instruction is being hindered because a student's behavior is distracting, implement guidelines given by the teacher. (Take student for a walk, take student to the bathroom, remind student how they are to behave).
- Conference with the teacher/case manager concerning programs and materials to meet student's needs. Also, discuss with the teacher concerns that need to be shared with the parent. It is the teacher's responsibility to communicate academic/behavioral/instructional concerns with the parents.
- Assure the health and safety of students by following health and safety practices and regulations including PBIS and de-escalation techniques.
- May require annual training and re-certification in safe crisis management.
- Maintain regular attendance. Report your absence to the teacher and in the absence reporting system as specified by the district.
- Perform other duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report student's behavior according to approved policies and procedures.
- Operate instructional and office equipment.

#### **PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching, running.
- Requires the ability to lift, carry, push or pull.

#### **MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Must pass the Para Educator's Assessment in accordance with State Regulations or have completed 64 college credit hours.

#### **IMPORTANT NOTES**

*Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*