

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Instructional Assistant—Special Education

REPORTS TO: Principal, Teacher &/or Director of Special Education

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: The terms of employments are designated by the contract.

- Regular and punctual attendance
- Perform clerical duties as directed by the teacher
- Under the guidance of the certified teacher, prepare for classroom activities, delivery of specially designed instruction and assist in the implementation of adaptations/modifications to the general curriculum to meet the needs of individual students per the IEP
- Assist the teacher in gathering and recording student progress data
- Perform administration of medication and other health services such as tube feeding and catheterization, as instructed by a health professional
- Under the supervision of the certified teacher, assist students with self-care, including diapering, toileting, bathing, dressing and etc.
- Assist students across settings including the resource room, regular classroom, the building and the community
- Assist with students who have challenges with mobility. This would include lifting, positioning and moving the child from place to place for the proper use of gross motor equipment, such as standers and to and from a wheelchair, changing table, bed, on and off a bus etc.
- Assist therapists (e.g. PT, OT, Speech, etc.) in following up with therapy as instructed in consultation with the therapist and under the direction of the supervising teacher per the IEP.
- Assist in management of the students' behavior when they are exhibiting inappropriate and/or physically forceful behaviors. This may include assisting student who area at risk of harming themselves or others through implementation of Safe Crisis Management
- Adhere to professional ethics and standards, which include maintain the strictest confidentiality concerning students, including their performance, conduct, activities, remarks or personal information.
- Function as a cooperative team member and take responsibility for fostering and maintaining good working relationships throughout the building
- Other duties as assigned by supervisor

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic recording keeping

- Basic subjects taught in district school
- Safe practices in classroom and playground activities
- Interpersonal skills using tact, patience and courtesy
- Confidentiality and crisis management techniques
- Necessary medical training as specified by supervisor

ABILITY TO:

- 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
- Communicate effectively both orally and in writing
- Perform basic instructional activities under the guidance of a supervisor
- Learn to apply and explain policies and procedures related to school and program activities
- Work cooperatively with others
- Monitor, observe and report students 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
- Requires the ability to lift, carry, push or pull light to heavy weights
- Assist students with self-care, including diapering, toileting, bathing, dressing and etc.

EVALUATION: Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

EDUCATION AND EXPERIENCE: High school diploma or GED certificate as required by Kentucky law

LICENSES AND OTHER REQUIREMENTS: Interim para educator assessment or required college hours.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: