

TITLE: Instructional Assistant – Special Education

QUALIFICATIONS: Certification of good health signed by a licensed physician; at least a high school diploma; passing score on the KY Paraeducator Assessment OR 48 college hours; a pleasant attitude with the ability to adjust to the varied personalities of those with whom he/she works; ability to work with students with a variety of special needs and to be flexible throughout the school day; ability to operate job relevant technology; ability to follow specific instructions and the ability to meet whatever alterations to the above qualifications as the Board finds appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To improve the teaching/learning process by assisting teachers in the daily school routine.

PERFORMANCE RESPONSIBILITIES:

Maintain confidentiality regarding all student records or other information relating to students or staff.

Report to work promptly and regularly for the contracted days and hours of employment.

Assist the regular education and/or special education teacher with individual students or small groups of students to reinforce learning of material or skills as assigned, not to include designing lesson plans or modifying assessments.

Assist in administering classroom and State assessments, including the provision of applicable accommodations.

Assist teacher in maintaining age appropriate discipline. Manage and monitor student behavior as directed by the teacher and follow through with behavioral responses.

Assist in the maintenance of progress monitoring data, related to student IEP goals and objectives.

Perform health care procedures: (i.e. supervising students who self-catheterize, assist with feedings, blood sugar monitoring, seizure monitoring) and maintain documentation of these actions consistent with training, certification of child's health care professional and informed consent of parent/guardian under the supervision and direction of a school health care professional and program administrative staff.

Assist students in physical tasks: (i.e. moving from room to room throughout the day, including up/down stairs, toileting and/or diapering, putting on/taking off outerwear, getting on and off the bus), and follow through with Occupational/Physical Therapy programs.

Assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods, and field trips.

Perform routine clerical duties in support of classroom instruction: (i.e. typing and duplicating teaching materials, preparing flash cards or other teaching devices, creating guides for students, creating and performing other clerical tasks specified by the Special Education teachers.)

Participate in paraprofessional in-service activities at least annually.

Other duties as assigned by the principal and supervising teacher.

TERMS OF EMPLOYMENT: Term contract with specified beginning and ending dates as indicated in the letter of employment. Hours are as designated by the principal.

EVALUATION: Evaluation of the performance of this job will be performed in accordance with the procedures developed for all district personnel.