

Exceptional Children Services Instructional Assistant - Highly Structured Classroom

Job Goal: *To implement the educational programs developed by the Special Education teacher.*

Job Type: Classified	Job Class Code: 7318
Position Type: Salary	Reports to: Building Principal/Special Education Classroom Teacher/Director of Exceptional Children Services
Terms of Employment: Compensation will be determined based on 185 contract days on the board approved 109 salary schedule. This position requires a 7-hour workday.	

Minimum Qualifications:

1. Ability to work with children.
2. Ability to work collaboratively with others.
3. High school diploma.
4. Passing Paraeducator exam or 48 college credit hours required.
5. Experience with children in a group setting.
6. Must be able to lift, push or pull 40 pounds and also be able to bend at the waist, kneel and reach above your head.

Performance Responsibilities:

1. Provides assistance for the special education classroom teacher of exceptional students in the highly structured setting and general education setting.
2. Assists the teacher in carrying out specially designed instructional programs for individual students.
3. Complies with all Federal and State IDEA guidelines.
4. Assists in classroom assessments, IEP data collection, grading, creating materials, individual and group instruction, and filing activities.
5. Attend all required professional development and other meetings directly assigned to this position.
6. Maintains classroom management and academics in the absence of the teacher.
7. Assists students with technology used in the classroom and across school settings.
8. Performs and documents necessary medically related services (such as feeding, meal prep, hygiene assistance, medication administration, toileting, etc.) for all students who receive nursing services.
9. Other duties assigned by school administrators and/or supervising teacher(s).

Adopted: January 22, 1991

Revised: August 24, 1998, July 9, 2023, October 30, 2014, June 3, 2016, September 28, 2018, March 1, 2021, July 1, 2021, July 1, 2023, April 2026, May 2026