

## **Perrydale Special Education Instructional Assistant**

### **Classified**

**Definition:** Assists licensed staff in the planning and implementation of an individualized education program (IEP); assists in the instruction of students with moderate to severe learning and/or physical disabilities by providing individualized and small group instruction and to assist with student data collection. Instruction may be provided in both general and special education settings. Instruction will be provided in the least restrictive environment (LRE) conducive to student success. Provide accommodations and modifications to the curriculum as outlined in the student's IEP. Perform a variety of clerical duties such as data collection, creating materials, daily communication logs, and scheduling as needed.

Experience with students with vision impairments a plus. This includes but is not limited to, assisting with appropriate sighted guide techniques, facilitating independence, creating materials, and working closely with the vision specialist to implement IEP goals and strategies.

### **Minimum Qualifications:**

- Provide appropriate provisions of IDEA (Individuals with Disabilities Education Act), or the ability to rapidly acquire a working knowledge of such provisions.
- Use techniques and methods of student supervision and classroom management for students with moderate to severe learning and physical disabilities and social/behavior challenges.
- Maintain student confidentiality.
- Ability to communicate effectively, both orally and in writing; including communication to parents under the direction of the general education and special education teacher/director/service provider.
- Ability to understand and implement the school/program's discipline policy and manage student behavior effectively.
- Ability to understand and implement the school/program's instructional goals and carry out work assignments in a manner that supports these goals.
- Ability to interact effectively and collaboratively with individuals and groups of all ages.
- Ability to obtain specialized training as required.
- Standard First Aid certification, or the ability to obtain certification within two months of hire may be required.

## **GENERAL PERFORMANCE REQUIREMENTS:**

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedules.
- Carry out work responsibilities with strong organizational skills effectively under the pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

## **Essential Duties and Responsibilities:**

- Assists in planning and implementing learning in all core academic subjects, social-emotional, and functional life skills for students; communicates with the teacher to provide feedback on student performance in daily work and testing activities.
- Uses independent judgment to assist in the management of classroom/program operations in a manner consistent with administrative direction, district policies and procedures, and goals of the instructional program.
- Provides instruction to students under the supervision of licensed staff in small group and one-on-one settings; adjusts lesson plans or teaching strategies during instructional activities as necessary to achieve IEP goals and objectives.
- Assists in any environment where a student appears to be unsafe.
- Assists students in developing independence in functional daily living skills at their level.

- Implements a behavior management program under the guidance of a licensed staff; assists students in behavior management; providing education regarding appropriate interpersonal actions; responds to discipline problems; acts as a role model.
- Interprets individualized education programs and related instructional plans within guidelines set by certified teacher; develops specific lesson and tutorial strategies based on knowledge of student aptitude.
- Ability to instruct students, often independently.
- Conducts extensive student testing; corrects tests and records scores on IEP progress forms; informs teacher of any unusual academic or disciplinary problems.
- Provides supplemental practice in various learning environments, including drills and activities using learning strategies designed by licensed staff to reinforce or modify skills.
- Helps students develop positive interpersonal relationships with peers and adults; promotes safety of the students by helping them develop self-confidence.
- Provides instruction to the student in basic skills, behavior, communication, self-help skills, motor skills, and academic skills, or any other instructional task as determined in the IEP under the direction of the special education teacher/service provider.
- Assists students with basic skills, which may include feeding, toileting, transporting, and other related needs. Assist students with physical movement, which may include lifting and carrying of students. Assisting students with communication which may include the use of specialized devices.
- Works with students who may exhibit challenging, including aggressive, behaviors and creatively problem solves difficult situations using intervention strategies within the scope of the IEP goals and objectives.
- Attends in-service and workshop training related to area of assignment such as Mandt and applies training to instructional responsibilities.
- Implements nursing protocols, with appropriate training provided, under the direction of a district nurse. This may include G-Tube feeding, tracheotomy care, catheterization, and other duties specific to individual medical needs.
- Provides other related services as assigned.

**Physical Demands:**

- Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files, reports and supplies; lifting light objects and lifting and positioning students. Intermittent walking, bending, twisting, squatting kneeling, crawling, climbing stairs, reaching.
- On feet throughout the day. May be required to restrain a student using moderate strength (20-50 pounds push or pull) and Mandt techniques. Always working to deescalate a situation. Constant moving around a classroom to assist various students. May be required to assist with behavior plans in order to manage and monitor student behavior and safety.