



Casa Blanca Community School

Position Description

E.S.S Instructional Assistant

Department: E.S.S.
FLSA Status: Non-Exempt
BOT Approved Date: April 25, 2018

Job Status: Full Time, 10-month
Reports To: ESS Manager

POSITION SUMMARY

The purpose of this position is to support and assist the assigned Exceptional Student Services (ESS) Teacher. Specific work instructions will be provided by the ESS Teacher or will be otherwise assigned by the ESS Coordinator.

QUALIFICATIONS

- Possesses an Associate's degree from an accredited institution, 60 college credit hours, or has successfully completed the Paraprofessional Test.
- Prior experience working with elementary-aged children.
- First Aid/CPR Certified
- Valid Arizona Driver's License
- AZ IVP Fingerprint Clearance Card
- Ability to successfully pass a pre-employment drug test and an extensive background check.

MAJOR DUTIES AND RESPONSIBILITIES

- Provide support to students to present, guide, and or reinforce behavioral skills, concepts, and strategies to small groups and one-on-one as a model for classroom teachers and paraprofessionals. Employ a variety of instructional and motivational techniques to encourage student learning and achievement.
- May be assigned to work one-on-one with an ESS student for the course of a school year. The individual will be required to assist with daily activities, including, but not limited to, classroom learning and application, transitions to scheduled activities and locations, and the student's general physical hygiene.
- Support classroom staff with de-escalation, restraint, and/or transport of students in behavioral crisis.
- Monitor and observe students in various educational settings as requested to collect data and provide feedback to school-based teams.
- Collect data about student behavior and implementation of behavior strategies and record in a computer or other data management systems.
- Implement teaching behavioral strategies, skills, and concepts under the direction of a licensed teacher or special service provider to promote and supplement skills, concepts, and strategies introduced in the classroom.
- Prepare and secure instructional materials, supplies, and equipment for use in class or "pull-out" small groups for supporting behavioral instruction. Duties may include word processing, proofreading, editing, copying, collating, binding, filling, cutting, and laminating.
- Attend job-related in-services, appropriate workshops, and lectures, and school in-services to enhance skills and improve professional growth.
- Support classroom staff to perform personal care services for students as needed.
- Carries out duties and responsibilities in accordance with the CBCS' Personnel Policies and Procedures.
- Perform other duties as assigned.

The duties listed above are only intended as illustrations of the various types and scope of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment or extension of

the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.

KNOWLEDGE REQUIRED BY THE POSITION

Working knowledge of State and Federal education law – Individuals with Disabilities Education Act (IDEA), 504 of the Rehabilitation Act, English Language Learners (ELLs), the gifted and talented education program, and policy, practice, and current issues in exceptional students education reform. Ability to protect the confidentiality of student information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) requirements. Some knowledge of the history, culture, customs, and traditions of the Gila River Indian Community.

SUPERVISORY CONTROLS

The incumbent works under the general supervision of the ESS Manager, who defines overall policies and objectives. Establishes priorities and plans with the ESS Teacher to improve the learning environment of ESS students. Exercises sound judgment, makes decisions on work matters, and carries out a variety of assignments. Consults with the ESS Manager and ESS Teacher regarding student IEPs, behavior plans, and progress.

GUIDELINES

Guidelines include manuals and regulations issued by the Bureau of Indian Education (BIE), Bureau of Indian Affairs (BIA), and the Arizona Department of Education, as well as state and federal education laws related to IDEA, 504 of the Rehabilitation Act, the gifted and talented program, and English Language Learners (ELLs). Guidelines cover most situations encountered, but judgment is required in locating and selecting the proper guides or procedures from among the many that apply. The incumbent also exercises judgment in interpreting, adapting, and applying guides containing ambiguous instructions to specific situations.

COMPLEXITY

This position is responsible for the provision of small group and one-on-one instructional assistance to ESS Teacher.

SCOPE AND EFFECT

This position contributes to the productivity, effectiveness, and efficiency of the ESS Department.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be provided to enable qualified individuals with a disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands to handle or feel, reach with hands and arms, talk or hear, and use repetitive motion. The employee is occasionally required to walk up to 200 yards. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. Employee will be required to lift, push, pull, and/or carry objects that weigh as much as 50 pounds on a frequent basis and 70 pounds on an occasional basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Supervision of Children: Employees are required to consistently monitor students' activities throughout the day, both inside and outside the classroom. Employees may be the primary supervisor of students and may be required to manage students to ensure their safety. Employees must ensure that students' learning environment and/or transportation is arranged so that it does not pose a threat to students' physical and mental health.

WORK ENVIRONMENT

The noise level in the work environment is quiet to moderate. Duties are performed indoors and occasionally outdoors.

FLSA DESIGNATION

This position is classified as a NON-EXEMPT position.

I, _____, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

Employee Signature: _____ Date: _____