



FSA Instructional Assistant

Terms of Employment: 10-months

Exemption Status: Exempt

Salary: \$17,196 - \$36,646

QUALIFICATIONS

- Ability to work and interact patiently with academically capable students with emotional/behavioral concerns
- Knowledge of special skills required to work with students having special needs
- Excellent human relations skills
- Excellent organizational and communication skills
- Knowledge of developmental stages of children/adolescents
- Good oral and written communication skills
- Must maintain annual Crisis Prevention and Intervention Training Certification.

ESSENTIAL JOB FUNCTIONS

- Implements, under the supervision of the Teacher, instructional activities with individuals or groups of students to reinforce academic material initially introduced by the teacher
- Assists the teacher in classroom management, administration of the behavior management program, and behavior data collection and documentation
- Escorts students to and from designated areas
- Consults with teachers, the FSA Behavior Specialist and the Transition Coordinator
- Participates in weekly FSA staff team meetings
- Assists in deescalating student behavior and conducts problem solving sessions with individual students to debrief/process behavior choices
- Assists in crisis prevention intervention after training is provided
- Assists in working with the students to returning them to their home school
- Regular on-time attendance
- Performs related duties as assigned by the teacher or principal
- Willingness to accompany students back to their home school to provide required support

EDUCATION AND WORK EXPERIENCE

- High School Diploma required
- Experience working with children

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

Rev. 6/2019