



**Special Ed Instructional Assistant -  
ACHIEVE Program**

**Terms of Employment: 10-months**

**Exemption Status: Exempt**

**Salary: \$19,950 - \$39,023**

**EDUCATION, WORK EXPERIENCE AND QUALIFICATIONS**

- High School Diploma required
- Experience and aptitude for working with children or adults with significant cognitive and/or physical disabilities
- Ability to demonstrate patience while working with children and adults
- Excellent interpersonal and communication skills
- Ability to work effectively as a member of a team
- Ability to accept and implement instructional feedback from the classroom teacher and other supervising staff
- Valid Maryland driver's license with a clean driving record

**ESSENTIAL JOB FUNCTIONS**

- Carry out instructional activities assigned by the teacher
- Assist the teacher in providing instruction to students in large group, small group, and 1:1 settings
- Provide assistance and support to students as they complete social and vocational experiences in the school and community settings
- Effectively fade instructional prompts to maximize student independence
- Collect and record instructional and behavioral data, as predetermined by the classroom teacher
- Communicate regularly with the classroom teacher concerning student progress
- Implement both individual and classroom-wide behavior management plans, as designed/directed by the classroom teacher
- Provide assistance to students with personal care, eating, dressing, and toileting needs, as necessary and determined by the teacher
- Assist with lifting and transferring students. Must be able to lift 40 pounds
- Provide support, assistance, and modifications to students in inclusion settings, as defined by special and regular education teachers
- Support students through the use of assistive technology and augmentative communication supports, as designated by the classroom teacher
- Attend professional development opportunities, as determined by administration
- Attend and implement annual Crisis Prevention Intervention (CPI) training and demonstrate the proficiency level required to receive CPI certification.
- Assist the teacher in obtaining, constructing, and developing materials
- Maintain regular, on-time attendance
- Perform related duties as assigned by the teacher or principal

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.