



CARMEL CLAY SCHOOLS

5201 East Main Street - Carmel, IN - Phone: 317-844-9961 - Fax: 317-844-9965 - www.ccs.k12.in.us

Position Description

Position Title: Special Education Resource Instructional Assistant	Name of School/Department: Assigned School/Special Services
Supervisor: Assistant Principal and assigned Classroom Teacher	Date: 2023-2024
Terms of Employment: 182 days	FLSA: Non-exempt

Persons in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal elements of the job.

Primary Function:

To assist students and teachers with day-to-day classroom activities designed for children requiring academic and behavioral support while in the least restrictive environment, namely the general education classroom with fellow peers.

Representative Essential Duties:

- Work with groups of students inside and/or outside the classroom in either small groups or one-on-one instruction
- Aid certified teachers with prep work, administrative records and required reports (i.e. run copies, laminate, grade papers, maintain bulletin boards, student records, and perform student assessments)
- Monitor appropriate student behavior
- Assist teacher and provide supervision to students in various locations throughout the school day (i.e. restroom breaks, hallway, field trips, cafeteria and the playground)
- Assist teacher with classroom management
- Communicate effectively with students, parents and other staff members
- Help maintain a neat and orderly classroom
- Aid in preparing the classroom for the close of school
- Responsible for the health, welfare and safety of students
- Assist with bus needs – meeting bus, taking students to bus at the end of the day
- Assist with behavior issues and behavior plans
- Keep teacher informed of special needs or problems of individual students
- Participate in staff development training programs, faculty meetings and special events as assigned
- Perform all duties in a safe manner to avoid injury to oneself and/or others

Essential Knowledge, Skills and Experience:

- Must possess the minimum of a high school diploma
- Prior experience in a classroom setting preferred
- Strong verbal and written communication skills
- Strong organizational skills
- Knowledge of computer and work room equipment
- Valid Indiana Driver's License
- Must pass pre-employment criminal history check

Personal and Professional Responsibilities:

- Support the philosophy and vision of Carmel Clay Schools
- Create positive relationships with teachers and administrators
- Demonstrate regular attendance and punctuality
- Demonstrate respect for supervisors, subordinates and peers
- Display courtesy, tact, and respect when dealing with students, parents, colleagues, administrators and community members
- Demonstrate ability to deal with sensitive issues in a tactful manner and maintain confidentiality
- Work as part of a team
- React positively to constructive criticism and to change productively
- Dress appropriately for the classroom setting
- Maintain a positive self-image within the community
- Understand and enforce school rules and regulations

Working Conditions:

Duties are performed in general school and classroom environment. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to assist in the lifting/carrying of students with disabilities. The employee must occasionally push items up to 90 pounds. Specific vision abilities required by this job include close vision, distance vision, depth and peripheral vision. While performing duties of this job, employee must maintain emotional control under stress.

Working Relationships:

Work closely with students, teachers, parents, staff and administrators.

Regular Work Hours/Travel Requirements:

- 182 days; Elementary – 6.25 hours, Secondary -6.75 hours
- Occasional Travel between district buildings may be needed for workshops and training