MSD of Decatur Township
Program Assistant Job Description
Mild Interventions, Behavior Support Classrooms  Comprehensive Intervention
Program and One on One Special Education Assistants

STATUS:          Part time and Full time
                 Up to 40 hour work week

EVALUATED BY:   Building Administrator

EVALUATION:     As needed and at least once each school year

QUALIFICATIONS:
• Ability to communicate with staff, students, and visitors
• Ability to communicate with supervisor(s) in person and in writing to receive assignments and direction
• Ability to lift at least twenty (20) pounds
• High school diploma or General Education Degree (GED)
• Experience working with special needs students preferred
• May require using sign language
• May require sensory interpretation training and student restraint training
• May require health related services, supports or adaptations including assisting students with activities and daily living

PHYSICAL REQUIREMENTS:
• Must be able to perform physical labor without restrictions such as bending, lifting, stooping, and carrying objects
• Must be able to walk and stand for extended periods of time
• Must be able to lift up to 20 pounds

DAILY RESPONSIBILITIES:
1. Assist the classroom teacher(s)
2. Assist the classroom teacher(s) in the implementation of the individual students’ IEPs and behavior plans
3. Support students in general education classes by copying notes, modifying tests and materials, reading quizzes and tests, and conducting study sessions in accordance with the IEP
4. Assist the classroom teacher(s) with students requiring daily care (e.g. toileting, diapering, feeding, etc…)
5. Monitor student progress in general education classes and keeps the Teacher of Record informed of academic progress and behavioral concerns
6. Maintain a notebook and/or folders with copies of accommodation pages from the students’ IEP
7. Maintain a journal or notebook of students' behaviors for input for an FBA

8. Assist classroom teacher with student discipline and implementation of individualized behavior support plans

9. Assist students on and off the bus, as assigned

10. Tutor individual students or groups of students as requested

11. Check students' work and assists students with make-up work

12. Provide escort and assistance to students as requested

13. Assist the classroom teacher with daily supervision of students in the classroom, restroom, during emergency drills, assemblies, free time, and field trips

14. Alert and inform the classroom teacher of any problems or specific information concerning individual students

15. Assist substitute classroom teachers by providing necessary information on classroom routine in the absence of the regular classroom teacher

16. Create and copy instructional work as requested by the classroom teacher

17. Participate in in-service training programs, as assigned

18. Operate audio-visual equipment and computers for instructional purposes as needed

19. Assist the classroom teacher with student class record keeping

20. Gather materials requested by the classroom teacher

21. Supervise students as assigned by the building administrator(s)

22. Maintain the same high level of confidentiality on student information, work, and progress as the classroom teacher

23. Maintain positive and cooperative relationships with all school personnel at all times

24. Performs other tasks and assumes other responsibilities assigned by the classroom teacher and/or building administrator(s)
Acknowledgement of Receipt

By signing below I acknowledge that I have received the following documents:

Special Education Instructional Assistant Job Description

Name: (Please print)

_____________________________________________________________
Last        First                                     Middle

_____________________________________________________________
School Location:                Job Title:

_____________________________________________________________

_____________________________________________________________
Signature                                      Date