Durham Public Schools **Exceptional Children's Department**

Job Description **Exceptional Children's Instructional Assistant**

JOB TITLE: Exceptional Children Instructional Assistant

REPORTS TO: Building Principal

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 10 months, Classified, Nonexempt

SUMMARY:

An Exceptional Children Instructional Assistant assists the classroom teacher in every area necessary to provide support, instruction, and supervision for students with special needs.

RESPONSIBILITIES & DUTIES:

1. Performs, under general supervision, a variety of technical and clerical tasks in assisting a teacher of students with disabilities.
2. Performs a wide range of tasks in order to support the efforts of the teacher, meet the needs of all students, and ensure the provision of quality instruction for all students.
3. Provides one-on-one assistance with academics and behavioral problems and may lead small group activities.
4. Assists teacher with general housekeeping, clerical duties and repair/maintenance of school equipment.
5. Stays abreast of activities performed by the teacher, daily routines of the classroom, student handbook rules, handbook of Parent's Rights and procedures to follow in the event of an emergency.
6. Obtains and maintains CPI Certification and any other trainings necessary to perform this job.
7. Stays abreast of the following: methods of adapting instruction, equipment and tools for children with special needs; confidentiality regulations; principles of organization and administration of the school district; curriculum for the grade/age of the children with which assistant is assigned to work; child development disabilities.
8. Assists teacher with executing instruction and evaluating its effectiveness, participates in planning, and district PLC's with teaching staff.
9. Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self esteem; assists students with becoming increasingly independent.
10. Monitors student behavior and helps maintain discipline in the classroom; records time out and in-class suspension; assists with crisis prevention; restrains students as needed.
11. Assists students with learning; reinforces and clarifies instructions; conducts short sessions on improving study skills; creates and modifies materials to match student abilities; modifies tests for students; provides one-on-one assistance as needed.
12. Maintains standardized records and documentation concerning the progress of students.
13. Performs various clerical duties as needed, maintains records of student progress; develops and files incident reports; grades student papers and scores tests; checks daily attendance; makes copies; develops classroom display and instructional materials; maintains and operates audiovisual equipment; orders supplies; maintains class files, etc.

Life Skills and other EC classes (and other students as appropriate):

14. Assists with the delivery of special services for students in need of functional life skills; assists with daily living skills (includes but is not limited to tube feeding, catheterization, toileting, changing diapers, lifting, pushing wheelchairs, use of other adapted equipment; and other necessary and appropriate medical procedures under the training and supervision of the school nurse).
15. Provides one-on-one academic instruction under the supervision of the classroom teacher; works to keep students on task during group instruction.
16. Assists with therapeutic rehabilitation; prepares students for therapy and other special classes; administers the taking of medicine; monitors special diets.
17. Attempts to incorporate fine motor skills, sensory stimulation, self-help skills, social skills and computer skills into classroom activities.
18. Performs general housekeeping duties; sets up various equipment each morning; puts equipment away at the end of the day; washes mats, toys, equipment, etc. with appropriate cleaning supplies; performs simple repairs and maintenance related to student and school equipment.
19. Accepts possible exposure to blood borne pathogens and other bodily fluids and may be required to wear personal protective equipment such as latex gloves.

NOTE: All medically related procedures will be under the training and supervision of the school nurse (R.N.).

Pre-Kindergarten Classes:

20. Assists the teacher in setting up the room for morning activities; greets students; assists students with the placement of personal belongings.
21. Supplements the activities of the teacher; assists students with activities; reinforces learning in small groups; provides one-on-one assistance; facilitates learning during centers; participates in activities for children with special needs; assists students with independent projects; listens to students; reads stories.
22. Constantly monitors the behavior of students; rewards good behavior; responds to inappropriate behavior as instructed by teacher; supervises free time and situations when the classroom teacher is out of the room.
23. Prepares daily snack.
24. May work with special programs in the school as follows: accompany classes on field trips; assist with physical education class; assist with the instruction of emergency procedures; performs lunch, bus, hall duty, etc.; keeps abreast of and adheres to childcare licensure and sanitation rules and regulations
25. May accompany teacher on home visits.
26. Performs other job duties as assigned.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

Associate's Degree in combination with the training and experience to demonstrate the required knowledge, skills, and abilities to effectively do this job. Must meet paraprofessional requirements under No Child Left Behind (NCLB). Must become initially certified in a Crisis Intervention Program and any other specific program to be determined by the DPS Exceptional Children's Department, as well as, maintain that certification through the proper renewal process (adhering to all timelines).

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work independently and efficiently, including the ability to research and gather information from varied sources.
2. Working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel and PowerPoint.

3. Ability to learn, interpret and explain departmental and systems procedures and policies.
4. Ability to walk, lift, reach, stoop, stand, grasp, kneel, crouch, and key requiring repetitive motions.
5. Use visual acuity in preparing and analyzing written or computer data.
6. Visually inspect small defects and/or small parts.
7. Operate a variety of machines and job specific equipment.
8. Determine the accuracy and thoroughness of student work.
9. Observe general surroundings and activities.
10. Communicate by spoken word to express or exchange ideas and convey detailed or important instructions to others accurately, loudly, or quickly.
11. Safely work in situations of exposure to blood borne pathogens, which may require specialized personal protective equipment.
12. Establish positive relationships with students.
13. Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations.
14. Apt to teach or assist in providing instruction.
15. Familiar with best practices in working with students with disabilities.
16. Lift students of various weights independently and with shared responsibility.
17. Ability to communicate effectively; possess excellent oral and written communication skills (grammar, spelling, etc).
18. Ability to relate well to diverse groups of people.
19. Strong organizational and problem-solving skills.
20. Ability to prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation, etc.
21. Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
22. Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
23. Use/interpret job related terminology, mathematical formulas and functions, deal with people beyond giving and receiving instructions.
24. Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations.
25. Be sensitive to cultural differences among individuals and groups of persons.
26. Operate/use a variety of automated office machines and other office equipment.

PHYSICAL REQUIREMENTS:

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

_____ _____

Signature Date