INSTRUCTIONAL ASSISTANT (EXCEPTIONAL ED)

QUALIFICATIONS
Meet qualifications for NCLB (48 hours of college or higher; pass state mandated test - Work keys)
Ability to work with young children

REPORTS TO
Principal

SUPERVISES
Students when assigned

JOB GOAL
To assist in providing a well organized, smoothly functioning class environment in which students can take full advantage of the instructional program and viable resource materials.

ESSENTIAL FUNCTIONS
Demonstrates and instructs activities as directed by the teacher.
Organizes activities and materials under the direction of classroom teacher.
Maintains accurate documentation of child’s progress.
Operates audiovisual equipment utilized in instruction.
Exercises good judgment as to child’s needs.
Adapts and modifies materials and techniques.
Assists teacher in implementing Individual Education Plans.
Participates in professional development and scheduled meetings.
Performs other related duties as requested or assigned.

EVALUATION
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

SALARY INFORMATION
Classification: Instructional Assistant (Exceptional Ed)
Scale: Classified
Grade: B
Days Employed: 191 per school year
Range: $8.40-$9.00 per hour (Based on experience of 10 years)
Beginning Salary: $8.40 per hour
Exception: JPS employees should refer to the Classified Employee Pay Scale Rules of Administration and Implementation.
Overtime: Non-exempt

CODES
MS Personnel/Accreditation Data: 80.1003
JPSD Job Position Title: N5061