



SR. SPED INSTRUCTIONAL ASSISTANT - INTERVENER

Rev. Jun 2022

Job No.: 6311

Reports to: Sr. Coordinator, Low Incidence Disabilities

Dept./Campus: Assigned Campus

FLSA Status: Non-Exempt

Pay Grade: 603

Term: 184 Days

PRIMARY PURPOSE:

To assist the teachers by providing direct support to students with deaf blindness, for all or part of the day as determined by the students IEP. Will work under the direction of classroom teacher implementing IEP and work cooperating with a variety of service providers.

MAJOR RESPONSIBILITIES AND DUTIES

- Ability to follow directions from multiple teachers and follow an assigned schedule.
- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Assist the teacher in preparing instructional materials and classroom displays.
- Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
- Participate in site-based, regional, and statewide training in the area of deaf/blindness.
- Assist with the administration and scoring of objective testing instruments.
- Assist in supervising students throughout the school day both inside and outside the building.
- Keep the teacher informed of any special needs or problems of individual students.
- Serve as a resource to other staff on issues related to deaf blindness.
- Assist in maintaining a neat and orderly classroom.
- Assist in inventory, care, and maintenance of equipment.
- May be required to perform or assist in the diaper-changing routine daily and aid in toilet-training and other self-help skills.
- May be required to rotate among classrooms with students of various needs.
- Assist the teacher in keeping administrative records and preparing required reports.
- Participate in in-service training programs, faculty meetings, and special events, as needed.
- Provide orientation and assistance to substitute teachers.
- Supervise classroom when teacher is attending scheduled meetings.
- Supervise students getting on and off the bus.
- Supervise students in cafeteria.
- Assist with social strategies implementation as needed for individual students.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Become proficient in student's individual communication methods and strategies.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Minimum of 5 years' experience as Instructional Assistant preferred.
- At least 48 semester hours (or equivalent trimester hours) of college course work, or an Associate degree or higher, or a Highly Qualified Certificate issued by ACC, Region 13, or an equivalent institution.
- TEA issued Level III Educational Aide Certificate – obtainable after hire (\$32 fee requirement).

Knowledge/Skills/Abilities:

- Knowledge of effective staff development practices and continuous improvement.
- Skill in collaboration; and interpersonal relations.
- Ability to communicate effectively; manage multiple priorities and projects; and work well with children, students, staff, and parents.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Work with frequent interruptions.
- Potential exposure to bodily fluids and communicable diseases.
- Frequent heavy lifting of students.
- May be required to lift 50-80 pounds unassisted.
- May be required to lift 81-200 pounds assisted.
- May be required to pass a SAMA or other crisis prevention training class.
- May be required to assist in crisis intervention.
- May be required to restrain a student.
- Maintain composure and professionalism at all times.