

JOB DESCRIPTION

JOB TITLE: Instructional Assistant- Special Education

ORIGINAL DATE: October 1989

REVISED DATE: August 2025

REPORTS TO: Teacher/Principal

DEPARTMENT: School

SUPERVISES: none

Basic Function and Scope of Responsibilities:

To assist classroom teachers and school personnel in academic and behavior support, students' physical needs, and to promote student safety and supervision.

ESSENTIAL FUNCTIONS:

- Works with individual students or small groups to reinforce learning of materials or skills initially introduced by the teacher, or follows a lesson plan provided by the teacher.
- Assists the teacher in devising and implementing strategies and skills to reinforce materials or skills based on individual students' needs and abilities.
- Supervises and manages students in various settings to ensure safety, appropriate behavior, and engagement in learning activities.
- Collaborates regularly with teachers, service providers, and other staff to support student learning and behavior plans.
- Supports students in using assistive technology or adaptive equipment as required to access curriculum and communication tools.
- Modifies or adapts classroom materials and activities under teacher guidance to meet diverse learner needs.
- Provides direct support for students' activities of daily living (ADL), including diapering, toileting, and feeding, as required.
- Supports students academically and socially to help them meet their individualized learning and behavior goals.
- Implements de-escalation techniques and behavior intervention strategies as part of a proactive behavior management approach.
- Collects and records observational and performance data as directed to monitor student progress and support instructional planning or behavior data.
- Serves as a source of information and helps substitute teachers when the regular teacher is absent.
- Alerts the teacher to any problems or special information about an individual student.
- Assists the teacher with classroom preparation tasks such as bulletin boards, copying, laminating, progress monitoring, and testing.
- Assists in crisis situations following established school safety and intervention protocols (e.g., lockdowns, elopement, or medical emergencies).
- Monitors students in classrooms, hallways, playgrounds, cafeterias, and during arrival/dismissal as assigned.
- Participates in training related to behavior management, academic intervention, disability awareness, and instructional strategies.
- Maintains a high level of ethical behavior and confidentiality regarding student information.
- Completes Medicaid billing and other compliance-based documentation, as required.
- Performs other duties as assigned.

* Reasonable accommodations may be made for individuals with disabilities

EDUCATIONAL REQUIREMENTS: *(R) if required or (P) if preferred*

- High school diploma or equivalent (R)

EXPERIENCE, AREA(S) OF STUDY AND/OR LICENSURE(S): *(R) if required or (P) if preferred*

- High School Diploma or equivalent (R)
- Must enjoy working with children (R)
- IVP Fingerprint Clearance Card (R)

*Such alternatives to the above qualifications as the Board may find appropriate.

PHYSICAL ACTIVITIES AND VISUAL ACUITY:

The usual and customary methods of performing the job functions include the following physical requirements: exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The physical activities include: climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.

Generally, the job requires the worker to have close visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

WORKING CONDITIONS:

- The worker may be subject to both indoor and outdoor environmental conditions.
- The worker is subject to extreme heat: Temperatures above 100 degrees for periods of up to 30 minutes. Consideration should be given to the effect of other environmental conditions.

TERMS OF EMPLOYMENT:

FLSA: Non-Exempt, 9-months

Salary and employment terms based on the Classified Hourly Placement Chart as established by the Governing Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with District policy.

DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

Reviewed: _____ Date _____