

**LANE EDUCATION SERVICE DISTRICT  
JOB DESCRIPTION**

**POSITION TITLE:** Instructional Assistant, Lane School

**NUMBER OF INCUMBENTS:**

**DEPARTMENT:** Special Education Services

**REPORTS TO:** Program Supervisor, Special Education

**SUPERVISES:** NA

**SALARY PLACEMENT:**

**TERM OF EMPLOYMENT:**

**DATE OF LAST REVIEW:**

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**1. POSITION PURPOSE:** This position works under the direction of a licensed teacher in a manner consistent with the requirements of state and federal law, and local district policy and procedures. The position supports the implementation of educational programs designed to meet the needs of students with emotional/behavioral disorders.

**2. PRIMARY DUTIES AND ACCOUNTABILITIES:**

- a. Assist the classroom teacher in the planning and implementation of instructional activities, including special strategies for reinforcing material or skills.
- b. Implement instructional strategies that promote skill development and student independence.
- c. Collect data as instructed by classroom teacher. Confer with the teacher to provide feedback on student performance, progress, and testing activities.
- d. Establish and maintain positive rapport with students.
- e. Assist in monitoring classroom management in accordance with district discipline procedures.
- f. Implement behavior support plans using appropriate strategies and techniques as specified in the student's behavior support plan.
- g. Supervise students in school and settings to ensure student and staff safety.
- h. Maintain confidentiality of information about students and staff.
- i. Prepare and organize materials to support teaching and learning.
- j. Be a cooperative and supportive member of the staff.
- k. Perform other duties as assigned.
- l. Complete all job activities in compliance with district policy and procedures.

**3. KNOWLEDGE/SKILL/TRAINING:**

A High School diploma or equivalent is required. Ability to communicate effectively with students and school staff is required. The ability to follow teacher direction, including written instructional and behavior plans is required.

Experience working in a public school or community setting with at risk students or students with emotional/behavioral disorders is preferred. First/Aid/CPR card is preferred.

**4. PHYSICAL DEMANDS:**

The incumbent is normally standing, walking, or sitting as required. On occasion the incumbent may be required to physically intervene with a student whose handicapping condition or behavior requires adult assistance.

**5. WORKING CONDITIONS:**

The incumbent generally works in an indoor environment. The incumbent may work with students who demonstrate agitated or aggressive behavior. Exposure to bodily fluids or contagious disease is possible in tending to injury and illness. Lifting and moving of educational materials, equipment, or supplies up to 20 lbs is required.

**6. EVALUATION:**

Performance will be evaluated in accordance with the provisions of Board policy and the evaluation program adopted for the position.

**The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.**

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Position Supervisor)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Assistant Superintendent)

Revised: 4/04