

MARLBORO TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: **SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT**

QUALIFICATIONS:

1. High School Diploma; college-level coursework in education or related field preferred.
2. Other educational requirements as may be required by law.
3. Successful experience working with children.
4. Ability to assist with instructional activities and to communicate effectively with students, parents and school staff.
5. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices.
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Certified teacher*, Principal, or Supervisor of Special Services

JOB GOALS: To assist the teacher by working with individual and small groups of students with disabilities to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

PERFORMANCE RESPONSIBILITIES:

1. Assists in taking care of the physical and emotional needs of the student with disabilities, including but limited to putting on and taking off students' outerwear, moving the student from room to room, supervising the student during lunch and play activities and while using the laboratory, and supporting disciplinary action against the student.
2. Assists with individualized instruction and works with small groups of students under the teacher's supervision of to reinforce material initially introduced by the teacher.
3. Assists, where appropriate, in loading and unloading the special education pupil from transportation buses or vans.

*Refers generally to teacher of the handicapped or teacher of students with disabilities

SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT (Continued)

4. Completes clerical duties as assigned by the teacher, including compiling student program books as appropriate.
5. Assists pupils with various projects, crafts, and curriculum tasks.
6. Helps with the supervision of students on field trips planned by the teacher.
7. Assists in playground supervision.
8. Engages students in conversation to encourage language and social skills development.
9. Aids students with physical handicaps, particularly those who rely upon appliances and prosthetics.
10. Participates in district sponsored professional development programs designed to increase students' skills and knowledge.
11. Assists with large group activities by facilitating classroom routines, individual student behaviors and modeling activities along with the classroom teacher.
12. Performs other appropriate duties as assigned by the teacher, building principal or supervisor of special services.

TERMS OF

EMPLOYMENT: Work year and salary to be determined in accordance with the appropriate negotiated agreement.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED: October 21, 2008