



# METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

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## JOB DESCRIPTION

**Title:** Special Education Resource Instructional Assistant

**Qualifications:** Completed a minimum of 60 college credit hours (verify credits earned through transcripts or diploma). OR take the ParaPro PRAXIS exam with a score of 460 or greater is required.

**Reports to:** Building Principal and/or Assistant Principal

### Performance Responsibilities:

1. Maintain the confidentiality and dignity of every student.
2. Support students during arrival and departure on buses and/or car riders
3. Adapt classroom activities, assignments, and/or materials to provide an opportunity for all special education students to participate in classroom activities.
4. Confer with teacher(s) (special education and/or general education teacher) on a regular basis to assist in evaluating special education student progress and/or implementing IEP objectives.
5. Implement academic instruction taught by a teacher for individuals or small groups to meet goals and objectives, as described by an IEP and/or other special conditions.
6. Assist in the collection and recording of observational data related to academic progress or behavior management.
7. Participate in in-service and other trainings as requested by lead teacher and or administration to build upon skill sets to better support students
8. Follow schedule created by lead teacher
9. Provide personal care to special education students as needed (e.g. changing diapers, assisting with personal hygiene, feeding, etc.), which may include light lifting.
10. Monitor special education students (e.g. classroom, field trips, lunch, playground, etc.) to provide a safe and positive learning environment.

11. Respond to emergencies (e.g. injured students, fights, etc.) to resolve immediate safety concerns.
12. Assist special education teachers with building responsibilities (e.g. recess duty, bus duty, etc.) as needed.
13. Attend meetings and in-service presentations to acquire information and skills relative to job functions.
14. In the event of extended school closure or E-Learning day, participate in 1-1 or small group virtual services, frequent communication with parents/guardians, providing modified curriculum, meeting weekly with school team, etc.
15. Perform all other duties as requested