

OWEN COUNTY SCHOOLS

JOB DESCRIPTION: INSTRUCTIONAL ASSISTANT I (Special Education Classroom)
JOB CLASS CODE: 7320

QUALIFICATIONS:

1. High school diploma or GED certificate; and
2. Successful completion of the para-educator exam; or
3. 64 college credit hours.
4. Experience in working with children in an organized setting.
5. Pass the Kentucky Para-Educators Exam

REPORTS TO: School Principal

JOB GOAL: Assist certified staff members in implementing services defined in Individual Education Programs; Assist certified staff members in providing instruction to individual or small groups; monitors and reports student progress.

KNOWLEDGE OF:

1. Basic subjects taught in the District.
2. Safe practices in classroom and playground activities.
3. Interpersonal skills using tact, patience and courtesy.
4. Basic record-keeping techniques.

ABILITY TO:

1. Learn child guidance principles and practices.
2. Communicate and maintain effective relationships with students, parents, staff and the public.
3. Perform routine clerical duties in support of classroom activities.
4. Understand and follow oral and written directions.
5. Learn procedures, functions and limitations of assigned duties.
6. Communicate effectively both orally and in writing.
7. Learn to apply and explain policies and procedures related to school and program activities.
8. Work cooperatively with others.
9. Monitor, observe and report students' behavior according to approved policies and procedures.
10. Operate instructional and office equipment.
11. Lift, position and move student(s) with mobility challenges.

PERFORMANCE RESPONSIBILITIES:

1. Under the guidance of the certified teacher, prepare for classroom activities, delivery of specially designed instruction and assist in the implementation of adaptations/modifications to the general curriculum to meet the needs of individual students per the IEP.
2. Perform clerical duties as assigned by the teacher.
3. Perform health services and assist students with self-care under the direction of the supervising teacher including toileting, dressing, tube feeding, catheterization and bathing.
4. Assist the teacher in gathering and recording student progress data.
5. Assist the teacher in creating, selecting, adapting and evaluating materials appropriate for students with special needs.
6. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
7. Assist students across settings including the resource room, regular classroom, the building and community.

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- 8. Assist students who have mobility challenges. This would include lifting, positioning and moving the child and the proper use of gross motor equipment such as standers and wheelchairs.
- 9. Assist therapists (PT, OT, Speech, etc.) in following up with therapy as instructed in consultation with the therapist and under the direction of the supervising teacher per the IEP.
- 10. Assist the teacher in providing consistency in services and instruction and in implementing the student’s IEP goals, including behavior support and management plans.
- 11. Assist in management of student behavior. This may include assisting students who are at risk of harming themselves or others through the implementation of prevention, de-escalation and safe physical intervention strategies.
- 12. Assure the health and safety of students by following health and safety practices and regulations.
- 13. Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies and field trips.
- 14. Participate in meetings and in-service training programs as assigned.
- 15. Assist when necessary in the loading and unloading of buses.
- 16. Perform related duties as assigned.
- 17. Maintain confidentiality of information regarding employees, individual students and their families.
- 18. Maintain acceptable personal attendance without repeated unexcused absences, tardiness, absences without notification or abuse of sick leave.

TERMS OF EMPLOYMENT: Hourly rate and number of hours and days per year set annually by the Board of Education

EVALUATION: Performance will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Personnel.

Reviewed by (printed name of employee): _____

Employee Signature: _____

Date Signed: _____