

CLASSIFICATION TITLE

INSTRUCTIONAL SPECIALIST – EXCEPTIONAL EDUCATION

SUMMARY

Instruct students or assist Teacher with instruction and medically relevant support for students with learning disabilities, emotional disabilities, physical handicaps and/or mental retardation. Assist with academic and functional curriculum. May provide adult support with daily living skills and enhancement of present levels of performance, behavioral support and reinforcement of therapy goals.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D.

Associate's (or higher) degree;

OR

Two-years (60 Semester-Hour credits) of study at an institute of higher learning;

OR

Successful completion of an AZ Department of Education-approved Academic Assessment Test.

Two years of experience working with youth or children.

Verbal & Written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

PREFERRED QUALIFICATIONS

Experience as a teacher aide is desirable.

ADDITIONAL REQUIREMENTS

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

CPR and First Aid Certification. Certification must be maintained current during course of employment.

Must release Social Security Number to be eligible for AHCCS-Provider ID Number.

Employees assigned to certain sites that are working towards or hold NAEYC (National Association for the Education of Young Children) accreditation, are required to have or be pursuing ECE (Early Childhood Education) certification; ECE Certification is required within two years of hire.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Assists Special Education students in subject(s) for instructional programs.

Implements lesson plans for students to include tasks and projects in a variety of subjects.

Assist students with daily living skills as needed and in accordance with the Individualized Education Plan (IEP). Daily living skills could include wheelchair transfers, suctioning, dressing, washing, diapering and/or toileting.

Corrects tests and book reports for content, grammar, spelling and sentence structure. Administers tests.

Plans and conducts informational lectures in subject areas.

Assists teacher with classroom instruction and in the preparation of tests for students. Distributes workbooks and recommends homework assignments to teacher.

Demonstrates the use and safety of hand and power equipment and materials.

Assists students in the preparation of school projects.

Prepares materials and substances for class projects.

Maintains the inventory of equipment and tools. Orders materials for projects as approved by principal.

Required to do Medicaid billing.

MENTAL TASKS

Communicates. Performs functions from oral and written instructions and from observing others.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Department must provide the equipment, tools, aids, materials required.

WORKING CONDITIONS

Indoor. Classroom environment. Outdoor or playground environment. Contact with students, employees and public.

CONTROL, SUPERVISION

None.

M: JOB440114
New: 9/05, 3/06