



Special Education Instr. Asst.

Terms of Employment: 10-months

Exemption Status: Exempt

Salary: \$ 16,407-\$36,267

EDUCATION, WORK EXPERIENCE AND QUALIFICATIONS

- High School Diploma required
- Experience working with children or adults who have special needs
- Ability to work and interact with students with significant mental and physical disabilities
- Knowledge of special skills required to work with students having special needs
- Ability to demonstrate patience while working with students
- Excellent human relations skills
- Excellent organizational skills
- Ability to work as a team
- Good oral and written communication skills

ESSENTIAL JOB FUNCTIONS

- Carry out instructional activities assigned by the teacher
- Provide assistance to students as they complete vocational experiences in the school setting (as well as in the community for high school classes)
- Assist the teacher in providing instruction to students in small groups
- Assist the teacher in providing instruction to students in a 1:1 setting, as necessary
- Collect and record instructional and behavioral data, predetermined by the teacher
- Communicate regularly with the teacher concerning student progress
- Implement both individual and classroom wide behavior management plans (possibly to include restraint and/or exclusionary time-out), as stipulated by the teacher
- Provide assistance to students with personal care, eating, dressing, and toileting needs, as necessary and determined by the teacher
- Provide support, assistance, and modifications to students in inclusion settings, as defined by special and regular education teachers
- Provide instructional and supervisory assistance to teacher during community-based instruction
- Assist students with the use of assistive devices including switches, computer software, and communication books and devices, as designated by the teacher and specific IEP requirements
- Attend yearly training activities, as determined by administration
- Assist the teacher with daily and weekly lesson plans, daily data collection, and IEP development
- Assist the teacher in obtaining, constructing, and developing materials
- Regular on-time attendance
- Performs related duties as assigned by the teacher or principal

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is required to have the following skills: provide support, assistance, and modifications to students in inclusion settings, as defined by special and regular education teachers. The ability to work with students in alternate locations (i.e. inclusion classrooms, community, vocational sites) and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Good eye-hand coordination, arm, hand, and finger dexterity; including the ability to grasp visual acuity to use a keyboard. Ability to prompt, lift and position students with physical disabilities, as needed (must be able to lift 50 pounds). The ability to provide students with physical redirection and restraint, as needed. The ability to assist students with all self-care needs, to include toileting and diaper changing, as needed.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however this may be the only notice for this position during the noted advertisement period.

Rev. 2/2016