



Perry Township Schools * Beech Grove City Schools * MSD of Decatur Township

Job Description
CLASSIFIED: INSTRUCTIONAL ASSISTANT
RISE LEARNING CENTER

Overview: *An Instructional Assistant of students at the RISE Learning Center will focus on assisting in the instruction for students with special needs as well as develop para-professional skills that will benefit the climate and culture of the building.*

Certification: An Instructional Assistant must hold a high school diploma

Instructional Responsibilities: Under the direction of the Certified Teacher the Instructional Assistant is responsible for:

- Providing instruction to their assigned students in the appropriate curricular areas as addressed in the student's IEP.
- Acting as a facilitator to promote and enhance the education of special needs students
- Utilize technology and other curricular resources to guide classroom instruction for students
- Attend Professional Development activities weekly, as scheduled (.5 hour paid by claim)
- Be able to physically and safely lift students who may have difficulty standing on their own, may have fallen, or need to be moved from an unsafe place
- Be able to physically transport students who need assistance to move i.e. to a safe place or to the next assigned area

Supervisory Responsibilities: The Instructional Assistant is expected to supervise:

- Lunchroom and playground activities
- Assist in the loading and unloading of students on school buses
- Other designated times as directed by the classroom teacher or administration

Organizational Responsibilities: The Instructional Assistant will:

- Attend Weekly staff meetings and professional development activities
- Assist other staff members in case of emergencies in dealing with students with behavioral disabilities
- Some positions will require Instructional Assistants to perform personal care duties in assistance with students who cannot personally perform the tasks



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- Clock in and out daily upon arrival and dismissal and for their 30-minute lunch break and sign semi-monthly time sheet
- Adhere to the policies and procedures including network and internet use of Southside Special Services of Marion County
- Make positive contributions to the culture and climate of the RISE Learning Center and SSSMC
- Adhere to policies and procedures as outlined in the SSSMC School Year Employee Handbook
- Maintain a working mentor relationship with the students
- Maintain composure while working with students

Equipment/Technology Responsibilities: The Instructional Assistant will:

- Assist in maintaining inventory of all equipment and technology devices provided by SSSMC

Other Duties and Responsibilities as May be Assigned

Acknowledgement of Terms of Employment:

- ✓ The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the Cooperative (Governing Board Policy 1400).
- ✓ Since the Cooperative's Internet electronic system has not been established as a public access service or a public forum, the Cooperative has the right to place restrictions on its use to assure such use is in accord with its limited educational purpose. Users of the system have a limited privacy expectation in the content of their personal files and records of their on-line activity while on the Network (Governing Board Policy 7440.04).
- ✓ The Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. (Governing Board Policy 2260)

Signature of Acceptance:

My signature below confirms that I accept the conditions of the above noted job description:

Signature of Acknowledgement: _____ *Date:* _____

06/11/2020