



Jackson County School District 9

Job Description – Special Education Instructional Assistant Page 1 of 2

PURPOSE:

- The Special Education Instructional Assistant assists in the operation of the instructional or supportive services in the school system. To accomplish these tasks, the Special Education Instructional Assistant works closely with the staff and administration of School District 9. The Special Education Assistant assignment is specific to I.E.P. requirements and other services that serve special education students as assigned by the Special Education Teacher, Special Education Director and their Administrator.

REPORTS TO:

- Site Administrator

QUALIFICATIONS:

- High school diploma or equivalent.
- Trained to assist students in their personal and physical care as needed.
- Maintain a valid Oregon Driver's License and personal transportation.
- Passes required criminal background check.
- Must have one of the following:
 - Completion of 2 years postsecondary study
 - hold an Associate's degree or higher
 - or be able to pass the district's assessment test of reading, writing, math and instruction.
- Ability to direct, control or plan activities of others; to understand and address students with special needs.
- Apply Special Education rules, regulations and policies.
- CPR/First Aid training required
- CPI Restraint training required

ESSENTIAL FUNCTIONS:

- Assists Special Education Teacher with special needs and/or emotionally handicapped students.
- Communicate effectively with staff for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- React to change productively and handles other tasks as assigned.
- Supports Special Education Teacher in paperwork process including software programs specific to special education.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Implements specially designed instruction.
- Meets all SPED compliance expectations.
- Appropriately operates all equipment as required.
- Supports a positive learning environment and responds to the individual needs of students.
- Supports the philosophy and mission of School District 9.
- Records progress notes, data, etc. for the purpose of providing documentation of activities.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- May require heavy lifting, carrying, posing, pulling, stooping, crouching and reaching.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.

GENERAL RESPONSIBILITIES: This position, with varying degrees of supervision, performs a variety of tasks. Assignments will include assisting in instruction of special needs students, as well as other assigned duties. The duties may change regularly depending upon the individual needs of each location. This position also provides essential assistance to the everyday operations of the school district. An employee in this position is expected to exhibit a genuine liking and understanding of children and have the ability to use their own initiative in responding to the needs of the assignment. Specific duties will be identified individually based on the characterizes of the work needed at each location and may include the following:



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- Prepare instructional materials and supplies.
- Assist in the supervision of students in class, lunchroom, playground and other areas as directed.
- Tutor students as directed.
- Perform specific instructional or related tasks as directed.
- Implement Individualized Education Program assignments.
- Other assignments specific to Special Education Students needs as assigned by the Special Education Teacher or Director.
- Attend staff meetings as requested.
- Assist with grading papers.
- Maintain necessary records.
- Respect confidential information.
- Works with disabled students to serve their specialized disability needs.
- Be willing and able to receive and implement targeted training specific to students with disabilities based on their needs (i.e., lifting, toileting support, taking off and putting on outerwear, other healthcare related needs.)
- See that district policies are observed at all times.
- Keep abreast of new information, innovative ideas and techniques.
- Other duties as assigned by the site administrator licensed staff.
- Works with disabled students one-on-one, and in groups, in support of their Specially Designed Instruction.
- Be willing to be trained and implement training for behavior/social emotional disabilities.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Develops and maintains positive, appropriate professional relationships with students and recognizes boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Performs other duties as assigned by site administrator.

RATE OF PAY: According to Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: August 14, 2013