



| | |
|----------------------------|---|
| JOB TITLE | SPED ED Instructional Assistant |
| LOCATION | Westlane Middle School |
| WORK SCHEDULE | Part Time, 6 hours/day |
| CALENDAR LENGTH | School Year, 185 Days |
| FLSA CLASSIFICATION | Non-exempt, hourly employee |
| HOURLY RATE | \$19.28 (\$21,480.80 Annually) |
| BENEFITS | Paid Illness and Personal Business days, Seven paid holidays, District contributions to VEBA and 401A retirement accounts |

If you are viewing this posting from an external website (i.e., Indeed), please apply at:

www.msdt.k12.in.us/hr/careers/

JOB DESCRIPTION:

The job of the Special Education Instructional Assistant was established for the purpose(s) of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; assisting students by modeling the necessary skills to perform assignments; following educational and specific behavioral plans; and modeling appropriate behaviors and interactions with students and staff. Employees in this classification will receive a variety of assignments including classroom support, lunchroom, playground, etc.

ESSENTIAL FUNCTIONS:

- **Teacher support:** Assist teachers in classroom instruction by providing and preparing lesson materials, monitoring the students during their work and helping them in their learning where necessary.
- **Student Supervision:** Observe students' activities to ensure student safety and well-being and intervene when necessary.
- **Lesson materials:** Ensure that the necessary materials for teaching a class, such as visual aids, are prepared, up-to-date, and present in the instruction space.
- **School procedures:** Familiarity with the inner workings of school, such as the structure of the relevant education support and management, the policies, and the regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

- **Workplace sanitation:** The importance of a clean, sanitary workspace for example through use of hand disinfectant and sanitizer, in order to minimize infection risk between colleagues or when working with children.
- **Disability types:** The nature and types of disabilities affecting the human beings such as physical, cognitive, mental, sensory, emotional or developmental and the specific needs and access requirements of disabled people.
- **Learning difficulties:** The learning disorders some students face in an academic context, especially Specific Learning Difficulties such as dyslexia, dyscalculia, and concentration deficit disorders.
- **Common children's diseases:** The symptoms, characteristics, and treatment of diseases and disorders that often affect children, such as the measles, chickenpox, asthma, the mumps, and head lice.
- **Teamwork principles:** The cooperation between people characterized by a unified commitment to achieving a given goal, participating equally, maintaining open communication, facilitating effective usage of ideas etc.
- **Curriculum objectives:** The goals identified in curricula and defined learning outcomes.
- **First aid:** The emergency treatment given to a sick or injured person in the case of circulatory and/or respiratory failure, unconsciousness, wounds, bleeding, shock or poisoning.

EDUCATION:

- High School Diploma or GED.
- Must have passed paraprofessional exam, if less than 60 college credit hours.

PHYSICAL DEMANDS:

| PHYSICAL REQUIREMENT | PERCENTAGE OF TIME |
|---|--------------------|
| Ability to stand for extended periods of time | Very Frequent |
| Ability to lift 25 pounds | Often |
| Ability to carry 25 pounds | Occasional |
| Ability to work at a desk, conference table or in meetings of various configurations | Often |
| Ability to see for the purpose of reading rules and policies and other printed matter | Very Frequent |
| Ability to communicate so others will be able to clearly understand a normal conversation | Very Frequent |
| Ability to operate job-related equipment | Often |
| Ability to reach in all directions | Often |

Seldom = Less than 25% /Occasional = 26 to 50% /Often = 51 to 75% /Very Frequent = Greater than 75%