

WARREN COUNTY PUBLIC SCHOOLS

CLASS CODE: 7318

TITLE: Special Education Instructional Assistant

QUALIFICATIONS:

1. 48 college credit hours, OR, successful completion of the Kentucky Para-educator Assessment (KPA)
2. Demonstrates competent language skills
3. Must be capable of working with students who may have physical, intellectual, emotional and/or behavioral exceptionalities.
4. Participates in program training as specified by the Kentucky Department of Education and local district.
5. Must demonstrate and/or develop skills to operate office and educational equipment.
6. Has met the requirements for a criminal record check as specified by Kentucky State Law.
7. Has met health requirements as specified in district personnel policy

REPORTS TO:

Principal and Supervising Teacher

JOB GOAL:

To assist teachers in designated instructional, non-instructional, management and clerical tasks. The variety of activities will be determined by the needs of the students. Aides may conduct community-based instruction and classroom activities apart from the physical presence of the teacher with appropriate direction and supervision.

CRITICAL SKILLS/EXPERTISE REQUIRED:

Knowledge of:

1. Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
2. Safe practices in classroom and playground activities.
3. Correct English usage, grammar, spelling, punctuation and vocabulary.
4. Interpersonal skills using tact, patience and courtesy.
5. Basic record-keeping techniques.

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ESSENTIAL JOB FUNCTIONS:

Ability to:

1. Learn child guidance principles and practices.
2. Communicate and maintain effective relationships with students, parents, staff and the general public.
3. Perform routine clerical duties in support of classroom activities.
4. Print and write legibly.
5. Add, subtract, multiply and divide quickly and accurately.
6. Understand and follow oral and written directions.
7. Learn procedures, functions and limitations of assigned duties.
8. Communicate effectively both orally and in writing.
9. Learn to apply and explain policies and procedures related to school and program activities.
10. Work cooperatively with others.
11. Monitor, observe and report students behavior according to approved policies and procedures.
12. Operate instructional and office equipment.

PERFORMANCE RESPONSIBILITIES:

1. Participates in daily and long-range lesson and classroom activity planning.
2. Confers with teacher concerning programs and materials to meet student needs.
3. Reads to students, listens to students read, and participates in other forms of oral communication and curriculum tasks with students.
4. Performs simple errands and tasks for students such as sharpening pencils, carrying lunch trays, etc.
5. Guides students in working/playing harmoniously with other students.
6. Helps maintain individual records for each student; prepares due process folders to be used for newly enrolled special education students.
7. Operates and cares for equipment used in the classroom for instructional purposes; sets up and operates equipment in connection with classroom presentations.
8. Assists with the supervision of students in lunchroom, classroom, playground, field trip, and other activities; accompanies the students to trips to the office, media center, etc.
9. Types, files, and duplicates papers, tests and other materials.
10. Assists the teacher in preparing instructional materials requested.
11. Assists in administering, scoring, and recording such achievement and/or diagnostic tests as the teacher recommends for individual students; proctors tests and examinations; assists with the K-PREP assessment.

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12. Under the supervision of the special education teacher, performs remedial instructions or tasks to reinforce learning initiated by the teacher with small groups of students.
13. Tutors individual students.
14. Participates as a member of an instructional team including remediation teams and the ARC as requested.
15. Helps keep bulletin boards and other classroom displays up to date.
16. Assists the teacher in maintaining neat work and study areas.
17. Assists the students to whom assigned in such physical tasks as putting on and taking off outerwear, moving from room to room, etc.
18. Assists, as needed and applicable, students with wash-ups and toilet routines.
19. Instructs students, if applicable, in proper toilet training and assists with student hygiene.
20. If applicable, changes diapers of students, lifts students, and/or administers medication to students and conducts medical procedures on students under the supervision of the assigned teacher, once appropriately trained.
21. If applicable, does physical therapy for those students under the care of a certified therapist.
22. Administers health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
23. Helps inventory classroom supplies and equipment.
24. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
25. Observes and assists individual students experiencing difficulties to include de-escalation techniques and/or restraints if criteria is met by student as trained.
26. If applicable, assists students at meal time; helps with cleaning the eating area.
27. Establishes a supportive relationship with the students.
28. Performs other related duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year shall be established by the Board of Education. Salary and supplement schedule will be as per the District's Salary Schedule.

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EVALUATION:

Performance of this job will be evaluated in accordance with the provision of the Warren County Board of Education policy on evaluation of classified personnel. Evaluations will be conducted by the assigned Teacher and/or Principal.

I, _____, have read and understand the terms
(name of employee)

set forth in this job description.

Signature of Employee

Date

BOE Approved 7/16/15