

**SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION**

12/2018 Effective Date	<b>SPECIAL PROGRAMS INSTRUCTIONAL ASSISTANT</b> Job Title	<b>2.12.3</b> Index
---------------------------	--	------------------------

**PURPOSE**

To improve student achievement by assisting a licensed teacher in the planning and implementation of an educational program, including individualized education programs (IEPs). Assigned educational programs may include both general and special education settings.

To perform instructional activities in support of the prescribed lesson plan and delivered to students within the least restrictive environment (LRE) conducive to student success; to assist in providing a safe, healthy environment for students, including students with complex behavior or medical needs; to assist with student data collection and perform a variety of clerical duties.

**CLASS CHARACTERISTICS**

Positions in this classification perform instructional assistance and routine clerical duties in all education programs and settings, pre-kindergarten to post-secondary. Positions in this classification may also provide support during student transportation. May assist the teacher in small and large group settings, or in individual tutoring, sometimes in a reasonably autonomous fashion. Positions in this classification generally provide support for students in the special education identification or service delivery process, but may also support students in general education settings and/or in other specialized instruction or support programs.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned administrator and work direction from other licensed staff and/or office manager.

**ESSENTIAL FUNCTIONS OF THE JOB**

**May include, but are not limited to, the following:**

Assisting in planning and implementation of learning experiences for students; confers with teacher to provide feedback on student performance in tutorial and testing activities.

Interpreting individualized education programs and related instructional plans, within guidelines set by certificated teacher, and develops specific lesson and tutorial strategies based on knowledge of student aptitude.

Instructing students in small group and individual settings, often without direct teacher oversight; revises lesson plan or teaching strategy during instructional activity as necessary to achieve IEP goals and objectives.

Conducting extensive student testing using prescribed test batteries; corrects tests and records scores on student IEP; informs teacher of any unusual academic or disciplinary problems.

**SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION**

12/2018 Effective Date	<b>SPECIAL PROGRAMS INSTRUCTIONAL ASSISTANT</b> Job Title	<b>2.12.3</b> Index
---------------------------	--	------------------------

Helping students develop positive interpersonal relationships with peers and adults; promotes safety of the students by helping them develop self-confidence.

Interpreting and implementing a behavior management program; trains and assists students in behavior management; provides education regarding appropriate interpersonal actions; responds to discipline problems; acts as a role model.

Responding to the community regarding assigned program; develops contacts and resources available to students.

Attending in-service and workshop training related to area of assignment; applies training to instructional responsibilities.

Performing a variety of general clerical duties including writing attendance reports, grading papers and maintaining accurate files.

Assisting students, teachers and/or parents with communication problems.

Use of district vehicles, as needed by assignment, for student transportation between educational settings and/or within the local community.

Supporting students during transportation to and from school as a bus rider.

Implementing medical protocols as required for individual students, including bathroom protocols, feeding protocols, and medication management.

Use of program or setting-specific software programs for both instruction and maintenance of student and program records.

Supervising students in a variety of settings, including on the playground, in hallways or on entering or leaving the classroom.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Principles, practices and techniques of instruction related to area of assignment. Appropriate provisions of IDEA (Individuals with Disabilities Education Act), or the ability to rapidly acquire a working knowledge of such provisions.

Proper child care techniques.

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/2018 Effective Date	<b>SPECIAL PROGRAMS INSTRUCTIONAL ASSISTANT</b> Job Title	<b>2.12.3</b> Index
---------------------------	--	------------------------

Techniques and methods of student supervision and classroom management, in setting involving moderate to severe learning and physical disabilities and social/behavioral problems.

English usage, spelling, grammar and punctuation.

Modern office methods, practices, procedures and computer equipment.

**Ability to:**

Deliver instructional programs to students who have moderate to severe learning and physical disabilities and/or social/behavioral problems.

Work effectively in an environment which can be both physically and emotionally fatiguing.

Work with students who may exhibit aggressive assaultive behavior, as required of specific job assignment.

Empathetically support students who have learning and/or physical disabilities.

Work with students who require attention to basic feeding and personal hygiene needs, as required of specific job assignment.

Learn growth and development principles of students with special needs according to area of assignment.

Learn basic first aid and safety requirements.

Work in a team situation.

Understand and appropriately interpret IEP's.

Work independently in the absence of direct teacher contact, to carry out the goals and objectives of an IEP.

Type at a speed necessary for successful job performance.

Perform physical job tasks.

Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION**

12/2018 Effective Date	<b>SPECIAL PROGRAMS INSTRUCTIONAL ASSISTANT</b> Job Title	<b>2.12.3</b> Index
---------------------------	--	------------------------

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

Two years of responsible instructional assistance experience, preferably involving contact with students who have some form of learning, physical disability or social/behavioral needs.

**Training:**

Equivalent to the completion of the twelfth grade, supplemented by college level course work or special vocational training in special education principles and practices, behavior management; and/or procedures related to basic physical/medical needs and personal hygiene. May require Highly Qualified (HQ) Certification if assigned to a Title 1 school.

**Work Environment**

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

**Physical Requirements**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files, reports and supplies; lifting light objects and lifting and positioning students. Intermittent walking, bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. On feet throughout the day.

May be required to restrain a student using moderate strength (20-50 pounds push or pull) and Mandt techniques. Always working to deescalate a situation. Constant moving around a classroom to assist various students. May be required to assist with behavior plans in order to manage and monitor student behavior and safety.

**Salem-Keizer School District is an equal opportunity employer.**

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_