

Job Description

La Porte Community School Corporation

South La Porte County Special Educational Cooperative Instructional Assistant

JOB TITLE: Instructional Assistant Special Education

IMMEDIATE SUPERVISOR: Classroom Teacher (may vary by assignment)

SUMMARY: To assist students with disabilities in classroom academics and social activities, assist with personal / private care and hygiene, manage behavior and implement established behavior plans. These include but are not limited to the following:

Desirable Qualifications: Previous experience working with students, health care background or experience such as CPR, CNA, LPN, and / or experience with individuals with disabilities. Positive employment history and recommendations from an individual(s) in an administrative position.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Assist students with instructional activities and assignments as directed by the Special Education teacher. These may occur in the general education, special education or community environment.
2. Assist the teacher in the development of positive student behaviors through complying with behavior management plans, contracts, IEP goals and other teacher directed activities.
3. Provide and assist all students with personal / private care and hygiene needs when necessary such as: toileting, feeding, catheterizing, lifting / positioning, and respiratory assistance (etc.) as specified on the student's IEP. A health-care professional or other qualified staff prior to the execution of the listed activities will properly train the instructional assistant.
4. Provide appropriate accommodations for students in their daily work, assignments, testing (local, district and statewide) as specified in the student's IEPs, and as directed by the special education teacher.
5. Maintain student confidentiality by complying with all the Rights to Students Confidentiality Act, both in and out of the school environment.
6. Collect and maintain student data as directed by the classroom teacher,
7. Assist with classroom clerical and other non-student specific activities as directed by the special education teacher.
8. Participate in mandatory in-service training meetings designed to improve the skills of the instructional assistant for the benefit of the students.
9. Comply with all the standard rules and regulations for the assigned building established by the building principal.
10. Defer all specific questions about a student to the special education teacher for a response.

Qualification. Requirements: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience that is Required:

High School Diploma or GED
Passing Score on ParaPro Exam

Two years of college is *preferred*

Language Skills:

Ability to read and interpret textbooks and / or teacher guides, student IEPs, Behavior Plans, procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.

Mathematical Skills:

Ability to work with mathematical concepts appropriate to the students' grade level. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit in a chair and on the floor; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and must be able to lift and/or move up to 50 pounds. The employee must be able to complete a one and/or two person transfer for the purpose of positioning or bathrooming a student. The employee may need to physically restrain a student for safety reasons. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps publications, reference books, textbooks, augmentative devices, computers, various computer programs, copy machine.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.