

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: **Endorsed Instructor (R12)**

Job Family: 04

Department: Special Education Schools

Lane Placement: 8

Supervisor's Title: Principal

Contract: 184 Days

FLSA Classification: Non Exempt

Hours per Day: 8

Special Education Approval: *Krista Robinson*Date: 7/27/15Department Approval: *Sharon A. Anderson*Date: 7/28/15ADA Review: *Jenele Master*Date: 7-28-15Human Resource Approval: *Bob Bunge*Date: 7-28-15Superintendent Approval: *John*Date: 8/7/15Original date: 09/92 Revised: 03/94 Revised: 07/15Revised: **GENERAL FUNCTION**

Under the supervision of the school Principal and within general guidelines set by a licensed mentor teacher, the **Endorsed Instructor** develops, delivers and evaluates the Special Education services provided to students with disabilities. Leads, trains, and monitors the work of instructional assistants. Incumbent develops Individual Education Plans (IEP).

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Develop, deliver and evaluate the Special Education services provided to students with disabilities. Adapt lesson plans to meet the needs of individual students.
- Select appropriate instructional materials and activities to accomplish the objectives outlined on the IEP of each student.
- Create an appropriately designed and well-organized classroom environment for students. Prepare materials/facilities for classroom instruction.
- Collect student data. Periodically evaluate student progress in all appropriate areas and make program changes using the data.
- Participate in the creation of the IEP for each student. Implement the student's IEP, including implementing behavior management plans.
- Determine the most appropriate behavior interventions for students with disabilities assigned to the class with input from mentor teacher following the LRBI Guidelines.
- Meet regularly with the assigned certified mentor teacher to review and discuss classroom activities and issues.
- Complete and maintain all required paper work, student logs and accurate files.
- Train and supervise the activities of instructional assistants in assigned classroom. Make recommendations as to movement of assistants.
- May perform one or more of the following specific duties as assigned (e.g.; toileting needs, including diapering; feeding students, including G-Tube feeding; supervise students on the playground, field trips or job site; assist students in the use of technology, including computers, braille notes, communication devices, adaptive devices, tablets or other devices; assist students with mobility and adaptive physical equipment; perform testing and assessment; assist in administering medications or other medical assistance to students after extensive training; assist students on/off buses; intervention with, and management of, students who may be aggressive, self-abusive, angry, emotional, have infectious diseases and/or have been subjected to personal physical abuse; clean and disinfect classroom, equipment and other items as needed; teach life skills; swim with students; provide job coaching to students working in community-based settings; participate in school events, conferences and programs as required; etc.).
- Maintain effective and positive communication with teachers, students, patrons, volunteers and district employees.
- Maintain confidentiality of student or District information by following district policies regarding confidential information.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires completion of the Salt Lake Community College Paraeducator program.
- Must have completed three years job related work experience with one year at the instructional assistant V level.
- Must demonstrate competency in working effectively with the school staff and students.
- Must demonstrate autonomy within guidelines provided by the mentor/teacher.
- Requires ability to implement behavior management techniques designed by the supervising teacher and implemented in the classroom and community.
- Requires skill in effectively and cooperatively leading and teaming with other classroom and school staff.
- Requires knowledge of the safety and security procedures for students assigned to the classroom.
- Requires excellent interpersonal skills. Has frequent interaction with parents, staff, District administrators and has interaction with other professionals regarding specific student needs (e.g., psychologists, physical therapists, speech therapists, etc.).
- Requires ability to use sign language with students as necessary.
- Requires ability to identify and make appropriate decisions concerning emergency situations.
- Requires basic computer technology skills, including Microsoft Office products.
- Requires effective problem solving, organizational, multi-tasking and time management skills.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Incumbent may be trained to operate a variety of Special Education equipment (e.g. office equipment, therapeutic equipment, adaptive devices, wheelchairs, physical education equipment, medical equipment lifts, language board and electronic communication devices, etc.).

**Physical Requirements – Not limited to the following:**

- Frequent, continuous standing and sitting (chair and floor), walking, climbing stairs, talking and awkward positions, to/from ground without upper extremity support.
- Occasional balancing on slick surfaces, gripping 50 pounds, pinching 10 pounds, sustained bending, squatting, kneeling, sustained bending, stooping and running.
- Occasional push/pull 100+ pounds, isometric lifting 20 pound static hold (5-8 Min.), single-arm lifting of up to 20 pounds to shoulder level, floor to waist lift up to 75 pounds and awkward lift up to 75 pounds.
- Occasional hearing, near/far visual acuity and depth perception.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.