

**Jordan School District
CLASSIFIED JOB DESCRIPTION**

Job Title: Instructional Assistant I PT (O21) – II PT (O31)	Job Family: 04
Department: Schools/Departments	Lane Placement: 2, 3
Supervisor's Title: Principal/Director & Classroom Teacher	Contract: Non-Benefited
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: Varies
Special Education Approval: <u>Risa Robinson</u>	Date: <u>7/27/15</u>
Department Approval: <u>Sandra Sullivan</u>	Date: <u>7/28/15</u>
ADA Review: <u>Junele Master</u>	Date: <u>7.28.15</u>
Human Resource Approval: <u>Emily</u>	Date: <u>7-28-15</u>
Superintendent Approval: <u>Johnson</u>	Date: <u>8/7/15</u>
Original date: <u>03/94</u> Revised: <u>01/05</u> Revised: <u>07/15</u> Revised: _____	

GENERAL FUNCTION

Under the supervision of a school principal, department director and/or classroom teacher, the **Instructional Assistant PT** assists with the physical, emotional and educational needs of students with disabilities. The incumbent assists with implementation of Individualized Education Plans (IEP). Collects and provides educational data to the teacher for IEP development and assists in school/classroom activities as directed.

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

ESSENTIAL FUNCTIONS

- Assist with the physical, emotional and educational needs of students with disabilities.
- Assist with implementation of the student's IEP, including implementing behavior management plans. Provide information to the teacher as appropriate in the development of IEP's.
- Assist the teacher in adapting lesson plans to meet the needs of individual students.
- Tutor students individually or in groups under the direction of the teacher.
- May perform one or more of the following specific duties as assigned (e.g.; instruct students by following lesson plans in the absence of the teacher; 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; etc.).
- Assist classroom teacher by preparing materials/facilities for classroom instruction as directed (e.g. make copies, data collection, assemble materials and/or assist the teacher with general clerical duties).
- 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.
- Experience working with students with disabilities preferred.
- The **Instructional Assistant II** must be "Highly Qualified (HQ)" which includes:
 - Complete a minimum of an associate's degree, or
 - Complete two years (48 semester hours) of accredited study, or
 - Meet a rigorous standard and demonstrate the knowledge of and the ability to assist in instructing reading, writing and mathematics through an assessment administered by the district. (Parapro Assessment)
- Assistants working in a Title I school must be HQ and provide proof to Human Resources prior to working in a Title I school.
- Within one year of hire, incumbent will be required to complete three courses (six hours) designed to provide training in working with students with disabilities. This training is a condition of employment.
- Must demonstrate competence in reading, writing and math.
- Requires ability to exercise emotional control in difficult situations.
- Requires ability to solve a variety of problems relating to individual student needs and behaviors. Problem solving is guided by policies and procedures set by administration and the licensed teachers.
- Requires basic computer technology skills, including Microsoft Office products.
- Requires effective problem solving, organizational, multi-tasking and time management skills.
- Knowledge of basic First Aid preferred. Requires ability and willingness to assist students with medical issues or procedures with appropriate training.
- Must be self-motivated and proactive in completing tasks with minimal direction.

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, electronic communication devices, etc.).

Physical Requirements – Not limited to the following:

- Frequent, continuous standing and sitting (chair and floor), walking, climbing stairs, talking and working in 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 hearing, near/far visual acuity and depth perception.
- The incumbent may be required to meet the following requirements, depending on location and/or student needs:
 - 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 (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.