



**JOB DESCRIPTION**  
**Special Education Instructional Assistant**

**JOB DESCRIPTION:**

The Special Education Instructional Assistant on a daily basis, works under the general supervision of the Principal and the immediate direction of a certified teacher, assists the special education teacher to provide for the physical and instructional needs of students with disabilities in a special education setting, and also assists the special education teacher in the delivery of services while implementing the student's individual education plan.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma **OR** GED
- Some classroom aide experience preferred or semester hours of college credits with emphasis on child growth and development

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required
- Must be eligible for state certification (required IF hired)

**KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to work with children with disabilities
- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Knowledge of general office equipment
- Ability to remain calm in a stressful situation

**DUTIES AND RESPONSIBILITIES:**

1. Maintains confidentiality.
2. Helps manage students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
3. Documented on-going in-service or other staff development activities related to the education of the handicapped.
4. Performs tasks under the general supervision of a certified teacher or teaching team.
5. Works cooperatively with the teacher in preparing the classroom and the instructional materials for student use.
6. Assists in managing student behavior and activity to facilitate a positive classroom climate.
7. Facilitates the classroom routines/lessons in the temporary absence of the teacher.
8. Supervises students in a variety of settings including but not limited to cafeteria, P.E., bus, playground, music, library, passing periods and inclusion activities.
9. Accompanies special education groups on field trips.
10. Assists students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene. May be required to change diapers.
11. Assists students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
12. Assists in the training of students' self-help skills.
13. Keeps teacher informed of special needs or problems of individual students.
14. Assists handicapped students in job training/employment and company-based instructional setting as appropriate.
15. Is supervised by the special education teacher a minimum of one hour per day during student instruction in addition to the time needed for joint planning and preparation.
16. Operates office equipment as well as adaptive/assistive devices for students.
17. Assists with loading and unloading of school buses.

18. Attends required in-service training sessions as well as individual training as warranted by student need.
19. Assists the teacher in evaluating student performance and data collections.
20. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate (verbal and written), instruct, read, understand verbal instructions, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry heavy loads (45 pounds or more), hear, maintain visual acuity, speak, kneel, crouch, stoop, push and pull. Regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment, wheelchair lift, ramp, audiovisual equipment, adaptive/assistive devices

**Paraprofessional Pay Grade: 4**

**Salary Range: \$10.11 min./ \$12.64 mid./ \$15.16 max.**

**Days: 185**

**Wage/Hour Status: Nonexempt**

**Updated: August 4, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*