

LUCKIAMUTE VALLEY CHARTER SCHOOLS
JOB DESCRIPTION
SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT

PURPOSE

To improve student achievement by assisting a licensed teacher in the planning and implementation of an educational program.

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 all students, including students with complex behavior or medical needs; and to perform a variety of general clerical duties.

CLASS CHARACTERISTICS

Positions in this classification perform instructional assistance and routine clerical duties in general education programs and settings, kindergarten to 8th Grade. May assist the teacher in small and large group settings or in individual tutoring, sometimes in a reasonably autonomous fashion.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned administrator and work direction from other licensed staff.

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.

Under the direction of a licensed teacher, providing supplemental practice in various learning experiences, including drills and activities using learning strategies designed to reinforce or modify skills.

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

Observing students and assisting in recording student development and progress; informing supervisor of any unusual academic or disciplinary problems.

Preparing instructional materials related to area of assignment; copies materials, develops visual aids and charts, and collects and distributes supplies and equipment.

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.

May perform duties in a library; assists students with locating books; reads stories to students.

Operating a computer to take attendance and to do basic data entry assignments.

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.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles and practices of instructional program within area of assignment.

Proper child care techniques.

Techniques and methods of student supervision and classroom management.

English usage, spelling, grammar and punctuation, and basic bookkeeping, as required of specific assignment.

Modern office methods, practices, procedures and computer equipment.

Ability to:

Learn growth and development principles of students.

Monitor student progress and advise teacher of student progress or perceived deficiencies.

Patiently and effectively work with students, including students with behavioral problems and mild learning disabilities.

Learn basic first aid and safety requirements.

Work in a team situation.

Work independently, in the absence of direct teacher contact, to carry out a prescribed lesson plan or activity schedule.

Apply prescribed instructional program in small and large group settings and in an individual tutoring setting.

Physically perform 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.

Experience and Training

Completing and passing Oregon proficiency exams (Paraprofessional Exam) or 2 years of equivalent College

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.