Angleton ISD

JOB TITLE: Instructional Assistant- SPED ICS

EXEMPTION STATUS/TEST: Nonexempt

REPORTS TO: **Principal**

DEPT./SCHOOL: **Assigned Campus**

WAGE/DAYS: **PT-2/187 Days**

Qualifications:

Education/Certification:
High school diploma or equivalent
Meet state qualifications
Physically capable of lifting 30 pounds
Demonstrates aptitude for and experience in work to be performed

Special Knowledge/Skills:
Ability to work well with children
Ability to follow verbal and written instructions
Ability to use personal computer

Major Responsibilities and Duties:

Instructional Support

1. Perform routine tasks under the direction and supervision of a certified teacher, teaching team, librarian, or principal.

2. Perform clerical duties related to instruction and/or schedule ARD's/LPAC's or re-evaluations assigned by teacher and/or principal.

3. Assist with supervision of students during lunch periods, assemblies, field trips, bus loading, playground activities, and any other assigned area.

4. Set up and operate audiovisual, computer, and other instructional equipment.

5. Check notebooks; correct papers and objective-type examinations; supervise testing; make-up work; and administer, score, and record diagnostic and achievement tests under supervision of certified teacher or teaching team.

6. Assist the teacher in devising special strategies for reinforcing material or skills (including speech needs as addressed by the ARD).

7. Maintain a sympathetic understanding of individual students, their needs, interests, and abilities.

8. Keep the teacher informed of any special needs or problems of individual students.

9. Work with individual students or small groups of students in the classroom computer lab or library to reinforce material initially introduced by certified teacher or teaching team.

10. Assist students with their clothing, lunch, snack, clean-up routines, and toilet routines as necessary.

11. Assist physically handicapped students as necessary.

12. Assist teacher or administrator with student who demonstrates inappropriate behavior. Physical restraint may be used when necessary with special education students. Therapeutic holding may be used as deemed appropriate by the ARD committee. May need to use physical restraint with student approximately 120 pounds.

13. Duplicate instructional materials for teacher or teaching team.

14. Distribute and collect workbooks, papers, and other materials for instruction.

15. Catalogue and file instructional materials and assist in the preparation of orders or requisitions for needed materials.

16. Assist in providing physical education activities in a well-supervised and safe environment under the supervision of a certified physical education teacher, as appropriately assigned.

17. Keep up-to-date bulletin boards and other learning displays in the classroom, library, gym, or computer lab.

18. Perform clerical duties such as typing, processing orders, shelving incoming books and magazines, maintaining card catalogues, collecting fines, inventory library holdings, filing new acquisitions, and organizing computer software under the supervision of school librarian or other appropriate person.

19. Participate in in-service training programs as assigned.

20. Responsible for maintaining the records for special education, bilingual students, and other special populations, as appropriate.

21. Provide a schedule of duties to substitutes.

22. Maintain confidentiality of all students and all records pertaining to students, including any specific guidelines pertaining to special education students.

23. Maintain safety standards in conformance with all rules, regulations, policies, administrative and supervisory directives.

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24. Perform other tasks and responsibilities as assigned by appropriate supervisor or superintendent.

Other

1. Maintain confidentiality.

2. Participate in staff development training programs, faculty meetings, and special events when required.

Terms of Employment:

Employed at-will. Days and salary to be determined by the Board and will be set within the salary range for the position.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

Lifting: Regular light lifting and carrying (less than 15)

Environment: Work inside; may work outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

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