MT. VERNON
COMMUNITY SCHOOL CORPORATION

High Intensity Instructional Assistant

Reports to: Special Education Teachers

Job Expectations:

- Assist and support the teacher and other school personnel in the implementation of the students' Individual Education Plans.
- Works as a team member to provide support to students who have moderate and severe disabilities under the direction of the classroom teacher
- Collaborates with classroom and related services staff (OT, PT, Speech Pathologist) regarding most appropriate supports for individual students
- Implements instructional and behavioral strategies under the directions of the classroom teacher to meet the individualized educational needs of our students.
- Provides support in the area of self-care, as needed for students
- Tutor individual or groups of students as directed by the classroom teacher and/or special education teacher.
- Assist teachers in a variety of general education classroom settings.
- Supervise students in a calm, respectful manner.
- Attend to the safety and well-being of the students.
- Provide clerical assistance to the teacher in the preparation of materials, maintenance of classroom records, and other specific tasks.
- Assist in the implementation of behavior management techniques as directed by the teacher or behavior intervention plan.
- Respect student and school confidentiality.
- Participate in orientation and professional development activities provided by the school as well as training provided by the immediate supervisor.