



JOB DESCRIPTION

POSITION: Instructional Assistant
REPORTS TO: Program Manager
PURPOSE: This Instructional Assistant position is responsible for assisting the Lead Teacher in the planning, implementation, and maintenance of quality educational programming for student(s) with special needs.

ESSENTIAL FUNCTIONS

- Collects and communicates data pertaining to student IEP goals and objectives
- Follows student safety protocols and behavior plans as developed by IEP team
- Implements the classroom program
- Executes daily student schedules
- Assists in maintaining an appropriately stimulating and creative classroom environment
- Completes appropriate paperwork (intervention reports, accident reports, daily reports, etc.)
- Maintains positive communication with other staff
- Demonstrates awareness of program needs and communicates concerns and ideas in meetings and/or with supervisor
- Participates in classroom team meetings and other meetings as directed
- Participates in IEP development and attends IEP meetings as requested

Participation

- Participate and engage in trainings and/or coaching experiences and/or professional development opportunities supporting the application of principles, theories, and methods utilized at CHILD
- Participate in staff meetings, team meetings, and committees as assigned

Education/Experience

- High school diploma
- 3 years of recent Special Education Classroom Experience is preferred, but not required
- Experience implementing curriculum/programming that is aligned with the student's IEP
- Competency using Microsoft Outlook, Excel, Word, and Adobe
- Professional behavior and judgment specifically in areas of confidentiality, client safety, communications with clients and coworkers.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel and Microsoft Access.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; sit; use hands and talk or hear. The employee is occasionally required to jog or run; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

CHILD provides equal employment opportunities to all qualified individuals, without regard to race, color, ancestry, national/ethnic origin, age, sex, gender identity, sexual orientation, religion, marital status, socioeconomic status, physical or mental disability, citizenship status, veteran status, or any other characteristic or status that is protected by federal, state or local law.