

LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

| <i>Entry Level</i> | <i>Intermediate Level</i> | <i>Skilled Level</i> |
|---|---|--|
| Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results | Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job. | Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out. |

In what employment level does this position fall (circle one)?

Entry Level

Intermediate Level

Skilled Level

Work Scholar job title: Special Education Instructional Assistant

Describe the duties of this position.

See attached job description.

List the learning opportunities for this position.

Under the direction of the supervising teacher, learn various strategies in order to assist teachers in the supervision and instruction of students with special needs. Becoming familiar with RTI (Response to Intervention); Idaho Reading Indicator (IRI), Individual Educational Plans (IEPs), data driven student learning and behavioral needs, goals and objectives.

What qualifications are required for this position?

See attached job description.

What skills are required for this position?

See attached job description.

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Adapted with permission from Lewis-Clark Service Corps AmeriCorps and Berea College.

JOB DESCRIPTION

JOB TITLE: Special Education Instructional Assistant

Report Identification Code: edispa

Job Purpose Statement: Under the supervision of the Special Education Teacher, the "Special Education Instructional Assistant" is responsible for assisting in the supervision and instruction of special education/needs students. Duties also include assisting students by providing for special health care needs.

Essential Job Functions:

- * **Assists** students with personal care, mobility, communication and self-help tasks for the purpose of functioning in the school setting.
- * **Assists** students with special needs for the purpose of fostering greater independence and functionality.
- * **Assists** teachers for the purpose of implementing individual student plans.
- * **Develops** instructional materials under the direction of the teacher for the purpose of enhancing student learning.
- * **Instructs** students for the purpose of enhancing student growth in skills and knowledge.
- * **Maintains** student records and classroom equipment for the purpose of identifying changes in student skills and ensuring a safe and appropriate learning environment.
- * **Models** appropriate behaviors for the purpose of providing appropriate model for student observation and imitation.
- * **Provides** information to appropriate staff for the purpose of enhancing student learning and individual student plans.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Participates** in various meetings and training sessions for the purpose of sharing information and/or improving skills/knowledge.

Job Requirements - Qualifications:

- * **Experience Required:** Some job-related experience
- * **Skills, Knowledge and/or Abilities Required:**

Skills to: perform basic clerical functions; perform basic arithmetic calculations; operate standard office equipment including pertinent computer applications; use English in both written and verbal form to communicate effectively with students and staff; use correct grammar, punctuation and spelling; and provide for special health care and life-sustaining needs of students.

Knowledge of: principles of child development and instructional processes; and rules and regulations of assignment building/classroom.

Abilities to: understand and address students with special needs; understand and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and

deadlines; read/interpret/apply rules, regulations, and policies; prepare and maintain accurate records; plan and manage projects; rapidly learn methods and materials used in a variety of instructional situations; administer appropriate assessment instruments and techniques; interact with persons of different age groups and cultural backgrounds; adhere to safe work practices; perform a variety of tasks; adjust to flexible work assignments; work under time constraints; make common sense decisions; implement established curriculum; and work cooperatively with others.

Significant physical abilities include stooping/crouching, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision. Involves some sitting, walking and standing. May also include lifting/carrying/pushing/pulling.

- * **Education Required:** High school diploma or equivalent. Must meet at least one of the following criteria: completed two (2) years successful post high school education (32 semester credits in the core area) or pass the ETS Para-Professional Assessment.
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance