

Job title	<i>Special Education Instructional Assistant</i>
Reports to	<i>Assistant Principal of Student Services</i>

Job purpose

The Special Education Instructional Assistant assists teachers in the delivery of educational and behavioral interventions of Special Education students; assists Special Education students in general education classrooms with the goal of helping students to reach their educational goals. Due to the varied and individual needs of each student, Special Education Instructional Assistants may provide a variety of support and assistance, and should be flexible adjusting to student needs.

Duties and Responsibilities

- Delivers educational interventions designed by Special Education teachers to help students meet educational, academic, life skill, behavioral, physical, social and emotional goals.
- Assist teachers with Special Education students to enable learning with minimal disruptions to other students.
- Assists Special Education students in study labs to complete homework assignments and prepare for tests.
- Provides small group and tutorial instruction and supervision as directed.
- Provides preventative and follow-up behavior management to students exhibiting disruptive behaviors and documents these situations.
- Communicates effectively with staff, students, and/or parents regarding needs and concerns.
- Use de-escalation techniques to assist with behavioral non-compliance and to work with students in crisis to enable their return to the proper academic setting.
- Learn and implement a variety of behavior plans for students.
- Uses knowledge of student needs to make necessary modifications to daily activities.
- Assists in preparation of materials needed for classrooms.
- Assists in and around the school with recess/lunch/bus duty and general assistance in hallways and classrooms.
- Attends staff meetings and trainings as needed.
- Participate in professional development as directed.
- Attend and participate in parent/teacher conferences as directed.
- Models nondiscriminatory practices in all activities.

*Other duties as assigned

Qualifications & Skills

- High school diploma or GED
- Possession of or eligibility for Substitute Teacher certificate
- Experience working with students with special needs
- Ability to interact and communicate effectively
- Ability to use sound judgment and knowledge of student behaviors and school policies to make decisions.
- Ability to participate in approved behavior management procedures

Physical requirements

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

Approved by:	
Date approved:	
Reviewed:	