

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT

QUALIFICATIONS:

1. High school diploma, 60 college credits is recommended but not required.
2. Experience working with children
3. Will participate in professional developments offered by Eastern Camden County Regional School District.

SUMMARY:

The Special Education Instructional Assistant assists special education classroom teachers and job coaches. The Special Education Instructional Assistant may also be required to provide one to one support for students with disabilities. The Special Education Instructional Assistant assists teachers in the implementation of instructional activities in school and community settings and in individual, small and large group instruction using instructional materials and equipment prescribed by the professional staff. Duties may vary according to the needs of the students as per their Individualized Education Plan for the student to which the Special Education Instructional Assistant is assigned.

In addition, the Special Education Classroom Instructional Assistant assists the teacher in implementing, reinforcing, and recording appropriate student responses in school and community training experiences as established by instructional staff in the area of personal, domestic, academic, recreation, vocational and interpersonal communication/social skills; identifies and records individual student responses at school and community training experiences as established by instructional staff in the area of personal, domestic, academic, recreation, vocational and interpersonal communication/social skills; according to predetermined program criteria, accompanies students, individually or in small groups, to business or other locations in the community; helps pupils with personal habits and self-care skills which include feeding, dressing and grooming; assists teachers with proper positioning of students; and performs related work as required.

PERFORMANCE RESPONSIBILITIES:

1. Assist classroom teachers in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives.
2. Work directly with individual and groups of students to provide educational and behavioral assistance utilizing the principles of Applied Behavioral Analysis specifically positive behavioral supports.
3. Guide students in working harmoniously with others.
4. Facilitate a student's social integration into the school community.
5. Lift, move, and operate adaptive equipment.
6. Assist students with personal care tasks, including but not limited to dressing, hygiene, and wash-up routines.
7. Escort students as assigned by teacher or administrator.
8. Assist students with mobility needs such as, lifting and positioning students, lifting in and out of wheelchairs; loading and unloading on the bus; transporting students in and around the school and on field trips.
9. Monitor students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment.
10. Provide programmed practice activities and repetitions as developed by teacher, therapist or pathologist.
11. Assist with documentation (e.g., note taking, checking assignment books, preparing of materials, communicating between teachers and parents, monitoring/tallying student responses and skill acquisitions.
12. Report student concerns directly and expeditiously to the teacher and assist with student resolution.

13. Assist in the development and implementation of an IEP.
14. Maintain confidentiality of student records.
15. Maintain various records and files.
16. Perform related work as required.

TERMS OF EMPLOYMENT: Work year to be established by the Board of Education

SALARY: To be established by the Board of Education.

EVALUATION: In accordance with Board of Education policy.

BOE APPROVED: September 21, 2016

REVISED: August 22, 2023