

**WARREN COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION**

**JOB TITLE:** Instructional Assistant-General & Special Education      **LOCATION:** Various Schools Within Division

**JOB CATEGORY:** Professional/Support      **PAY SCALE:** Instructional Assistant Grade 6

**FLSA STATUS:** Non-exempt      **IMMEDIATE SUPERVISOR:**  
Classroom Teacher(s)  
Building Administrator(s)

**GENERAL DEFINITION AND CONDITIONS OF WORK**

Provides assistance to the classroom teacher in the management, instruction, and personal care of students; performs related tasks as required and directed; all work is performed under the direction and supervision of the classroom teacher(s); however, the assistant may independently carry out particular aspects of the instructional program which include, but not limited to, activities outside of the normal school facility.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but not limited to, the following functions/tasks:

- Maintains and respects confidentiality of student and school personnel information;
- Discusses assigned teaching area with classroom teacher(s) to coordinate instructional efforts;
- Assists in delivering instructions to students;
- Carries out instructional plans as designated by the classroom teacher(s) and if appropriate the students' Individual Educational Plans (IEPs);
- Assists students, individually and in groups, with lesson assignments to reinforce learning concepts;
- Maintains pleasant and orderly classroom environment (e.g., maintains instructional materials, designs bulletin boards, assists teacher(s) and/or students in clean up activities, etc.);
- Assists teacher(s) in maintaining a classroom management policy that fosters a safe and positive environment for all students and staff;
- Assists in ensuring the adequate supervision for students;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Assists classroom teacher in preparing and developing various teaching aids;
- Assists the teacher(s) in grading student work;
- Assists the teacher(s) in related instructional activities (e.g., field trips, library, assembly, etc.) as directed;
- Assists in ensuring the safe and proper physical movement of students from one learning environment to another, as requested;
- Assists in proper maintenance of students' records, under the supervision and/or direction of classroom teacher(s) and/or building administrator(s);
- Assists with toileting, feeding, cleaning, and positioning of students, as needed;
- Assists in medical related duties, i.e. catheterization, gastrointestinal feedings, assisted breathing devices, etc. as needed;
- Assists in carry over of related services, i.e., Occupational Therapy, Physical Therapy, Speech, Adapted Physical Education, and Vision, as needed;
- Attends required meetings and in-services;

- Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model in appearance, demeanor, dress and behavior for the students served;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by classroom teacher(s) or building administrator(s) in accordance with school/division policies and practices.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Candidate must possess the ability to develop and maintain an empathetic attitude toward disabled students; work cooperatively with others in a positive manner; willing to learn specialized instructional/management techniques with disabled students, as needed; willing to seek and maintain CPR certification; ability to communicate and develop effective working relationships with students, parents, and staff.

### **EDUCATION AND EXPERIENCE**

Education equivalent to graduation from an accredited high school or General Education Development Certificate (GED). Two years of college or higher, or a passing score on the Para-Pro Assessment preferred.

### **SPECIAL REQUIREMENTS**

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS**

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, sitting, stooping, lifting up to 30 pounds and occasional lifting of equipment, materials, and/or students up to 60 pounds may be required. Occasional lifting, movement, and transferring of students may be required. Occasional movement of students by wheelchairs and other mechanical devices may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Occasional attendance to parent conferences, building-level meetings and division wide meetings and training activities beyond normal assigned hours may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Physical contact with and/or possible exposure to bodily fluids may occur. Daily personal close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.

### **EVALUATION**

The building administrator(s), with collaboration from the classroom teacher(s), will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.