



Appendix A:

Job Classification or Position: Instructional Assistant/Bilingual-Spanish

Position Description

The Instructional Assistant works as a member of a classroom team comprised of a special education teacher and speech-language pathologist, and under their direction, the Instructional Assistant assists in meeting the instructional and physical/health care needs of school-aged children with severe speech and physical disabilities in the special day classroom and general education classroom. The Instructional Assistant reports directly to the assigned educational professional.

FLSA: Non-exempt Contracted Work Days: 186 days	Customary Work Hours: Monday through Friday, 8:00 – 4:30 during a regular school year calendar
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Essential Functions

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- ◆ Maintains physical and health care needs of students: maintains individual student's well being/comfort and responds to needs; toilets and feeds students according to parent/therapist guidelines and/or medical protocols; positions students in adapted equipment according to parent/therapist guidelines; administers medications and responds to medical needs as specified in medical protocols; implements therapeutic protocols (e.g., sensory integration) as directed.
- ◆ Assists with the overall educational programming under the direction of the professional staff: independently sets up materials and equipment for activities throughout the school day; independently follows classroom routines with written classroom schedules and adapts to changes and adjustments for self/students; demonstrates competence with required computer and assistive technologies to implement student programs; implements individual student lesson plans as specified using appropriate cueing, feedback and positive reinforcement to encourage success; accurately summarizes (written and oral) student performance.
- ◆ Implements individual student communication programs and assists in supporting vocabulary needs under the direction of professional staff: appropriately implements the use of low and high technology communication protocols, strategies and systems; programs communication systems as needed for classroom interaction and participation; maintains communication equipment in the school environment (e.g., cleaning, charging batteries, etc.)
- ◆ Fosters student participation and inclusion in the general education setting: facilitates and supports social interactions and fosters the development of positive relationships between students with disabilities and non-disabled peers; assists professional staff with adapting the general education curriculum; uses positive strategies to encourage student participation and attending; assists all students by modeling appropriate behavior and

attitudes and providing emotional support and general guidance; accurately summarizes (oral and written) student performance; conveys to the appropriate Bridge School staff member, classroom assignments/ activities and assists students in completing as directed.

- ◆ Maintains the classroom environment: assists in packing/unpacking materials that come in/go home with students; assists in organizing, maintaining and general clean-up of classroom environment (e.g., bulletin boards/displays, put away materials, wash dishes after lunch period, clean kitchen/art/science area, clean classroom work areas, clean computer equipment, etc.); notify appropriate individual when equipment/facilities are in need of repair or maintenance; report any unsafe work/school conditions to Office Manager.
- ◆ Prepares classroom and instructional activities: prepares material for classroom activities as assigned; develops overlays/picture symbols for student communication systems and assistive technologies as assigned; programs alternate access equipment as assigned.

Minimum Qualifications

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills and abilities, typically acquired through:

- ◆ High school diploma/equivalent (required), 2 years of college, 2 year or 4 year degree preferred
- ◆ 2 years experience in child care, camp or educational setting
- ◆ CPR and First Aid Certificates

KNOWLEDGE, SKILLS & ABILITIES

- ◆ Ability to learn quickly when provided with demonstration and written materials.
- ◆ Ability to take initiative and be independent with familiar activities following initial training.
- ◆ Ability to be systematic in following instructional programs and maintaining records.
- ◆ Ability to be flexible in accepting varying and changing assignments.
- ◆ Ability to effectively use time (punctual, timely, efficient).
- ◆ Ability to ask for help or assistance when needed.
- ◆ Knowledge of or ability to learn the basic operations, set up and implementation of computer/assistive technologies.

WORKING CONDITIONS

Work in a classroom/school environment, to assist in meeting the physical (lifting and physically managing students with disabilities weighing at least 25 lbs.), social and learning needs of children with severe speech and physical impairments. Lifting and physically managing students comprises 30% of the work day; sitting and assisting students or preparing materials comprises 40% of the work day; and standing and assisting students or moving between work stations comprises 30% of the work day.

This job description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change or be eliminated. Employees are always expected to follow their supervisor's instructions and to perform the tasks requested by their supervisors.