

## Carson City School District Job Description: Instructional Assistant I

**Job Title:** Instructional Assistant I

**Location:** School Site or District-wide

**Reports To:** Principal or Designee

**FLSA Status:** Non-exempt

**Prepared By:** Associate Superintendent of Human Resources

**Prepared Date:** 12-23-2019

### **General Job Description:**

Under supervision, to assist teachers in classroom operations; to instruct students with a variety of severe disabilities including learning disabilities, serious emotional disabilities, mildly mentally handicapped, physically handicapped, visually impaired, and hearing impaired; assist teachers in implementing the individual education program for each student; to be an integral part of the classroom academically, socially and emotionally; performs clerical duties; and to perform related work as assigned. Bilingual preferred.

### **Experience or training required:**

**Knowledge of:** Child development; practical learning patterns and behaviors; behavior and/or reactions of students with both mental and physical disabilities; personal hygiene and mental health practices; reading and writing in English; number concepts; record keeping techniques; basic first aid.

**Ability to:** Communicate with students who have limited ability to communicate; learn to teach students who have special learning needs; maintain emotional control in difficult situations; apply knowledge and practices with judgment; recognize hazards to safety; perform basic first aid, as needed; learn to operate various pieces of equipment used in learning; perform routine clerical work; maintain routine records accurately; understand and carry out oral and written instructions; operate a vehicle observing legal and defensive driving practices; establish and maintain effective proactive relationships with those contacted in the course of work.

**Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position:** Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in child development learning problems, or a closely related field and experience performing the work of an instructional aide in a special education program.

### **Licenses or Certificates required:**

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card. Possession of a current first aid certificate may be required.

### **The Job Functions:**

Positions in this class are established principally to assist teacher in providing close attention to every student in the classroom. Incumbents perform general instructional support duties and play a major role in assisting the teacher in caring for the physical needs of students having severe disabilities such as Down Syndrome, Epilepsy and Cerebral Palsy. Supervision and care of the students are unceasing during the day. Incumbents may eat lunch with the students and carry on a habit-training program in the development of skill in using eating utensils. Some positions in this class may work with students on developing simple manipulative skills. Incumbents may also participate in the transportation of students from one location to another.

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### **Essential Job Functions:**

Learn the behavior characteristics of each student in the classroom to which assigned; prepare lesson plans for small groups, instruct one-on-one or small groups of students in academic areas (reading, math, language arts); be a part of and implement behavior management programs for individual students or the class as a whole; work with students in mainstream classes i.e.: assignments, exams, etc.; test students academically for Individual Education Plan (I.E.P.) meetings and for re-evaluations; performs routine clerical work; organize and maintain attendance book, individual student information records, responsibility lists, grades, and progress reports; gather material from teacher for students on Homebound instruction or suspension; correct classroom assignments; help prepare room for activities; confer with teacher in planning and counseling relative to problems being experienced by individual students; assist in assessing student achievement and participates in developing the best possible program for each student; assist students in the use of special learning devices; act as a backup for the teacher if he/she is called from his/her group; may be assigned to duty schedule; and performs related work as required. Must be able to collaborate with other staff members, parents/guardians, and community partners in a positive, friendly and approachable manner; and perform related work as required.

### **Physical Demands and Working Conditions:**

Strength: Exert force up to 25 lbs., occasionally, 10-15 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. Incumbent may have the option of the Hepatitis B Virus (H.B.V.) vaccine at the District's expense. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical office setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

### **Environmental Conditions:**

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

<b>Salary Range:</b>	<b>Refer to current CESA Salary Schedule</b> (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Notice of Non-Discrimination:** The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.