Winton Woods City School District
Job Description

Job Title: Instructional Assistant – Special Education
Reports To: Principal
FLSA Status: Classified
Approved By: Board of Education
Approved Date: 10/22/2018

GENERAL DESCRIPTION

Assists intervention specialists in the classroom with daily activities by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists children with and without disabilities with educational, behavioral and personal health-care needs within the educational setting.
- Assists in transporting or assisting children to and from classes, playground, transportation means and other required areas.
- Completes data collection, record keeping and other paperwork requested by the special education teacher.
- Assists teacher in preparing instructional materials, class displays and bulletin boards.
- Checks notebooks assignments, corrects papers, assists in testing and makeup work, and charts, records and files student performance records.
- Follows through with prescribed behavioral management program.
- Assists students with toileting and other personal needs.
- Implements physical crisis intervention plan, including restraint of student, when necessary.
- Operates equipment such as copier, VCR, boardmaker, laptop/Chromebook, etc.
- Maintains a high level of ethical behavior and confidentiality of information.
- Maintains up to date knowledge of technology utilized by the district.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED); Associate or Bachelor degree; previous experience with special education students is preferred. Must be highly qualified in content area of instruction.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid educational aide permit as issued by the Ohio Department of Education

LANGUAGE SKILLS
Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply and divided in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise.

OTHER SKILLS AND ABILITIES
Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, walk, run, talk and hear, reach with hands and arms, use hands to finger, handle or feel objects, equipment or controls. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl and lift. Specific vision abilities required by this job include close vision and peripheral vision.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. The employee shall receive Crisis Prevention Training and may occasionally be required to restrain students.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment is usually moderate. The employee will regularly work indoors and occasionally work outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.