

JOB DESCRIPTION

JOB TITLE: Skilled Special Services Instructional Assistant

Report Identification Code: edissp

Job Purpose Statement: The job of "Skilled Special Services Instructional Assistant" is done for the purpose of assisting in the supervision and instruction of special services students with **English as a Second Language**, the primary function of this position; assisting students by providing for special services needs requiring advanced skills; and relieving teachers of routine clerical tasks. **Assistant must be able to fluently speak, read, and write in Spanish.**

Essential Job Functions:

- * **Assists** students with care for special needs for the purpose of fostering greater independence and functionality.
- * **Assists** teachers and ancillary personnel for the purpose of implementing individual student plans.
- * **Develops** instructional materials within skilled area (under supervision) for the purpose of enhancing student learning.
- * **Instructs** students for the purpose of enhancing student growth in skills and knowledge.
- * **Translates (ESL assistants)** verbal and/or written communication for the purpose of creating greater student functionality and independence.
- * **Maintains** student records and/or assigns grades for the purpose of identifying changes in student skills and ensuring a safe and appropriate learning environment.
- * **Models** appropriate behaviors for the purpose of providing appropriate model for student observation and imitation.
- * **Provides** information to appropriate staff for the purpose of enhancing student learning and individual student plans.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Participates** in various meetings and trainings for the purpose of sharing information and/or improving one's skills/knowledge.
- * **Places/removes** students in/from job positions for the purpose of offering opportunities to them to gain experience in the world of work.

Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience within specialized field
- * **Skills, Knowledge and/or Abilities Required:**

Skills to: perform basic clerical functions; perform basic arithmetic calculations; operate standard office equipment including pertinent computer applications; use English in both written and verbal form to communicate effectively with students and staff; use correct grammar, punctuation and spelling; and perform multiple specialized tasks within skill area.

Specialty Skills: Speak, read, and write in Spanish.

Knowledge of: appropriate assessment instruments, techniques, and treatment modalities; principles of child development and instructional processes; problem-solving methodology; and rules and regulations of assignment building/classroom.

Abilities to: implement established curriculum; understand and address students with special needs; understand and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and deadlines; work accurately, with attention to detail and with minimal supervision; read/interpret/apply rules, regulations, and policies; prepare and maintain accurate records; work cooperatively with others; plan and manage projects; rapidly learn methods and materials used in a variety of instructional situations; administer appropriate assessment instruments and techniques; interact with persons of different age groups and cultural backgrounds; adhere to safe work practices; adjust to flexible work assignments; work under time constraints; make common sense decisions; and perform basic first aid and health care for special needs students; complete a comprehensive in-service training program.

Significant physical abilities include stooping/crouching, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision.

- * **Education Required:** High school diploma or equivalent. Must meet at least one of the following criteria: completed two (2) years successful post high school education (32 semester credits in the core area) or pass the ETS Para-Professional Assessment.
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability