

SHERWOOD SCHOOL DISTRICT 88J

JOB DESCRIPTION

TITLE: Instructional Assistant - SPED

REPORTS TO: School Administrator and/or designee

PURPOSE

Improve student achievement by assisting a licensed teacher in the implementation of an individualized education program (IEP); assist in the instruction of students with moderate to severe learning and/or physical disabilities by providing individualized and small group instruction and assist with student data collection and other clerical duties in support of the program. Assistance to and supervision of students on the playground and in the cafeteria may be required in order to provide a safe, healthy environment for special education students.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from Administrator and may receive guidance and direction from Administrative Assistant and/or licensed staff. Exercises no supervision.

QUALIFICATIONS

To perform successfully in this position, 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.

- A minimum of a high school diploma or equivalent
- Working knowledge of the provisions of the Individuals with Disabilities Education Act
- Knowledge of techniques and methods of student supervision and classroom management in settings involving students with moderate to severe learning and/or physical disabilities and/or social/behavioral problems
- Positive attitude and works well with children

- Comprehend and follow written and oral instructions and complete work within established timelines
- Flexible and able to work harmoniously with others
- Willing to learn and implement new programs
- Willing to receive CPS training and SYNC Certification
- Proficient English usage, grammar and punctuation skills
- Maintain a calm mindset; work well under pressure/not get aggravated
- Basic technology skills
- Possess or ability to obtain First Aid Certification
- Be able to communicate openly with all staff

ESSENTIAL RESPONSIBILITIES

- Ability to think quickly on your feet
- Work individually and in small groups with students at all levels in the areas of academics, social behavior, behavior, language, functional routines, and functional academics.
- Provide support for students in all school settings, including special classrooms, general education classrooms, gymnasiums, lunch rooms, playgrounds, and in the community. May need to support the hygienic and personal needs of students, including medical protocols, supporting feeding needs, assisting with bathroom needs and/or changing, lifting, and physical assists.
- Assist teachers in the implementation of learning experiences for students enrolled in the special education program
- Instruct individuals or small groups of students in instructional activities as necessary to achieve IEP goals and objectives. This includes but is not limited to the following: assessing, placement, preparing materials, teaching and monitoring the progress of students in academics and/or daily living skills
- Gather and prepare instructional materials and knowledge necessary to provide direct instruction or support of student academic needs in a regular education class or small group setting
- Collect, record and maintain accurate data as required by student IEP
- Provide physical assistance/personal care assistance as required in individual student's IEP, this could include but not limited to diapering/toileting, feeding, transferring and lifting students
- Aid students in the use of adaptive equipment
- Provides students a safe and secure environment at all times. This may include playground supervision, crosswalk duty, cafeteria duty and small group management

- Clerical support and simple maintenance and operation of school equipment and supplies
- Attend workshop training related to area of assignment; applying training to instructional responsibilities
- Help students develop positive interpersonal relationships with peers and adults; promote safety of the students by helping them develop self-confidence
- Maintain a confidential, non-preferential, non-judgmental manner towards the students, staff and program
- Administer minor first aid
- Learn different ways of communication, including many different types of student communication devices

This job description is not intended to be and should not be construed as an inclusive list of all of the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

WORKPLACE EXPECTATIONS

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and appropriate manner for the assignment and work setting
- Have regular and punctual attendance
- Confer regularly with immediate supervisor and work under direction of licensed staff
- Follow all district policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to a student, family, colleague or district patron and relating to District personnel

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement between Sherwood School District 88J and Oregon School Employees Association Chapter #103.

ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

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.

- The employee is regularly required to talk or hear
- The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb up and down step stool, bend under the desks, twist from the waist, and stoop, kneel, crouch, or crawl
- The employee must frequently lift and/or move up to 30 pounds
- Specific vision abilities required by this job including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

AN EQUAL OPPORTUNITY EMPLOYER

SHERWOOD SCHOOL DISTRICT IS A FAIR SHARE DISTRICT

Sherwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the District for assistance through the Oregon Relay at (800) 735-2900.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district regarding the requested accommodation(s).”

Employee Name (Print)

Date

Employee Signature

Date

Last Revised: August 2019

**Sherwood School District
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