

## Job Description

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**Job Title:** Instructional Assistant – Special Education  
**Department:** Special Education  
**Reports To:** \_\_\_\_\_  
**Salary:** Classified salary schedule – Range 12 – 187 calendar days

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### **JOB SUMMARY**

This position performs instructional tasks with students 1:1 and in small student groups and provides student supervision in various settings. Staff assist licensed staff in setting up the classroom, addressing students' personal, social, and academic needs as part of implementing Individual Education Plans (IEP) or Individual Family Service Plans (IFSP).

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Demonstrates proficiency in planning, organizing and coordinating assigned tasks.
2. Follows and maintains knowledge of all WESD policies and procedures.
3. Assists students, individually or in groups, in both academic and non-academic activities.
4. Works directly with students with a variety of special needs.
5. Assists licensed staff in administering progress monitoring, formative and summative assessments, and other tests as directed by the teacher or administrator.
6. Assists in implementing Individual Family Service Plan (IFSP) and/or Individual Education Plan (IEP) modifications at teacher's request.
7. Supports students in typical classroom(s) in achieving instructional, behavioral goals, providing supplemental support, and offering translation as needed.
8. Assists staff in scheduling appropriate meetings, completion of paperwork, written correspondence and telephone calls to parents when requested
9. Supervises students and maintains discipline in the absence of the teacher during classroom activities in a variety of school settings, on field trips and at lunch and recess, ensuring safety and security at all times.
10. Supports licensed staff in maintaining student records, attendance records and files.
11. Maintains safe environment for students at all times.
12. Follows prescribed daily schedule as outlined by licensed staff.
13. Assists the teacher in grading papers, recording behavior data, and record keeping.
14. Confers with teaching staff on student progress.
15. Assists licensed staff in the set-up, creation, and maintenance of the classroom, materials and supplies.
16. Assists licensed staff in developing educational materials (copying, typing, laminating, etc.).
17. Assists students with managing behaviors, de-escalation and resolving conflicts.
18. Participates effectively at required meetings with teacher and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
19. Attends to self-care needs of students including, but not limited to bending, lifting, feeding, toileting, and hygiene.
20. Administers medication within the scope of WESD policy, state and federal law.
21. Responds to student injuries, performs minor first aid and submits required paperwork in compliance with WESD policy.
22. Maintains appropriate certifications and training hours as required.

23. Complies with applicable District, state, local and federal laws, rules and regulations.
24. Maintains positive interactions with students, parents, and staff.
25. Interacts thoughtfully and courteously with students, staff and community.
26. Attends work regularly and is punctual.
27. Communicates clearly and effectively in a variety of situations, including difficult ones, with agency staff, district staff and the public.
28. Maintains positive public relations; demonstrates effective written and verbal communication skills, and acts as a team player.
29. Must bring issues of non-compliance to the attention of the District.

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## **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Maintains inventory as requested by licensed staff.
4. Completes required paperwork and communication log(s), timely and accurately.
5. Reports issues to authorities as necessary in adherence with WESD policy.

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## **SUPERVISORY RESPONSIBILITIES**

All WESD employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## **EVALUATION**

This position will be evaluated based upon the essential and marginal duties and responsibilities as outlined above as well as held to the standards as outlined in the evaluation system, collective bargaining agreement and employee handbook.

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## **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:** Associate's degree (A.A.) or equivalent from two-year College or technical school or at least one year related experience and/or training or equivalent combination of education and experience. Must be highly qualified under the reauthorized ESEA. Prior successful experience working in an educational setting strongly preferred. Training in Mandt, CPI, Positive Behavior Interventions and Supports and Collaborative Problem Solving strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work in an educational setting strongly preferred.
- **Language Skills:** Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to read documents such as safety rules, IFSPs, IEPs, lesson plans, data, memos, e-mails, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute and apply rate, ratio and percent to practical situation. Ability to draw and interpret a variety of graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software, word processing software and computer programs used by the District. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and meet timelines while working in a dynamic environment.
- **Confidentiality:** The employee maintains the integrity of confidential information relating to agency records and data, students, families, colleagues, or district patrons. The employee uses or relays personal and agency information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- **Attendance Standards:** Timely and regular attendance is an expectation of performance for all employees. Employees will be held accountable for adhering to their regular work hours and schedule. In the event an employee is unable to meet this expectation, he/she shall obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work, and any special attendance needs of the position as determined by the ESD.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including valid Oregon driver's license, valid CPR/First Aid card, and meet current highly qualified requirements under the reauthorized ESEA.

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## 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 talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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## 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 work environment combines standard office setting including standard office equipment (printer, copier, phone, computer, etc.) with the standard classroom setting. The noise level in the work environment is usually moderate to high, depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

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## SAFETY REQUIREMENTS

1. Compliance with all safety rules, protocols, and procedures established at each specific work site.

2. Completion of mandatory written reports after a safety or security incident.
3. Responsibility to communicate all safety related incidents and concerns to supervisor and other responsible individuals at each work site.
4. Maintain situational awareness of the environment at all times.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The District may add to, modify or delete any aspect of this description (or the position itself) at any time as it deems advisable.

Prepared By: Willamette ESD

Date Revised: July 2018

I have read and understand this job description.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date