

POSITION DESCRIPTION

Whiteriver Unified School District #20

TITLE: *Instructional Assistant Exceptional Student Services (ESS)*

CONTRACT TERMS: *Ten Months*

SALARY CLASSIFICATION: *Credited Classified Support Salary Schedule*

GENERAL STATEMENT OF RESPONSIBILITIES:

The instructional aide is responsible to the classroom teacher for carrying out the duties and responsibilities directly and indirectly related to the instructional program. The aide is also responsible to the Principal and Director of Exceptional Student Services to carry out the goals and objectives of the school.

The teacher and aide should be aware of their roles as well as being cognizant of each other's responsibilities. In working with the teacher who is in charge of the classroom, he/she should be able to follow direction and to accept constructive criticisms, but the aide should be given some opportunity to show some initiative and offer suggestions in the performance of duties.

Making decisions about student needs and the ways to most effectively meet those needs is a primary professional responsibility of the teacher. Careful analysis of professional responsibility enables the teacher to separate those requiring professional initiation and performance from those requiring professional supervision.

The essential point is that the teachers, as professionals, are expected to make decisions about student's learning needs. Having determined those needs the teacher must apply the most appropriate resources to meet those needs. Appropriate resources may include teacher aides of the school.

PRINCIPAL DUTIES:

RELATIONSHIP TO TEACHERS

- Work in harmony with the teacher in planning and carrying out activities which meet various instructional goals and objectives;
- Prepares materials for daily lesson plans;
- Shows enthusiasm and is flexible in conducting daily work assignments;
- Consults frequently with the teacher and is open to new ideas and suggestions;

- Assists in maintaining a general physical environment that is conducive to a positive education experience.

RELATIONSHIP WITH STUDENT

- Develop appropriate interaction with the students in the classroom;
- Assists the teacher in maintaining discipline and control. including supervision outside the MIMR classroom (e.g. adaptive PE, at lunch, on field trips, in regular classrooms);
- Assist those students with toileting needs who require it;
- Assist those students in mobility (i.e. transport in wheel chairs, assist in moving ~~room~~ one supportive device to another, and provide assistance in carrying out physical therapy recommendations);
- Assists those students who cannot feed themselves.

CLASSROOM DUTIES

- Moves around the classroom to help the students as needed;
- Help students learn new concepts individually or in small groups;
- Follows the lesson plans developed by the teacher and aide;
- Take initiative and sense what is needed without waiting to be told.

ATTENDANCE

- Is on time for work;
- Notifies the school office as far in advance as possible when he/she will not be at work;
- Attends regularly and can be counted on for planned activities;
- Attends at least 90% of the time.

OTHER FACTORS

- Gets along well with others;
- Likes working with children;
- Exercises a great deal of patience yet can be assertive and good at setting limits;
- Actively participates in staff meetings and attends in-service activities;
- Maintains a positive attitude toward the job;
- Works well with supervisors and fellow staff members:
- Keeps confidence and abides by the professional code of ethics (see below)
- Willing and open to learn new things.

PERFORMS OTHER DUTIES

- Performs other duties as assigned by the Teacher. Principal or Director of Exceptional Student Services;
- Ability to communicate and work well with handicapped children.

QUALIFICATIONS:

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

- Minimum of AA degree or 64 credits or passing score on paraprofessional test;
- IVP Level One Fingerprint Clearance Card;
- Prior training or experience desirable, not required;
- Current First Aid and CPR certification required;
- Ability to communicate and work well with children and staff;
- Knowledge of the Apache Language is desirable, not required.

PHYSICAL REQUIREMENTS:

- May be required to assist students with restricted mobility;
- Occasional stooping, bending, and reaching;
- Must work indoors and occasionally outdoors;
- Must work in noisy and crowded environments.

COMMITMENT & DEPENDABILITY:

- Willingness to be an integral member of a successful team;
- Dedicated to provide the highest level of services;
- Adherence to district's policies and procedures;
- Dedicated to maintain confidentiality.

PERFORMANCE EXPECTATIONS:

All aides are expected to follow the procedures and practices and adopted standards of the schools.

Special consideration should be given to the following:

- Conduct himself/herself in a responsible manner in the development and implementation of school policies;
- Give prompt notice of any change in his/her availability of service or change of position;
- Refrain from commenting unprofessionally concerning teachers, fellow aides, or school policies or philosophy;
- Keep in confidence certain facts and information:
 - About Students
 - grades or any information from record files
 - health information
 - psychological problems and information
 - any classroom problems
 - peer adjustment problems
 - family situations, including separation or divorce and financial status

- About Faculty
 - teacher relationships
 - principal and teacher relationships
 - personal problems of the faculty
 - staff discipline problems with students
- If any aide feels a problem exists, it should be discussed with the teacher in charge;
- If satisfactory solution to the problem cannot be reached, the aide, as a professional, should report the problem to the campus principal.

EVALUATION PROCEDURES: In accordance with provisions specified in governing board policy.

SUPERVISION RECEIVED: Teacher and Campus Principal

SUPERVISION GIVEN: None