

South Umpqua School District

JOB DESCRIPTION

TITLE: INSTRUCTIONAL ASSISTANT 1, DLC AND OPPORTUNITY ROOM

TYPE: Classified

REPORTS TO: Building Principal or designee

QUALIFICATIONS:

1. Associates degree or equivalent.
2. Experience working with children requiring specialized learning environment
3. Ability to follow oral and written instruction

JOB GOAL: Assists teaching staff by performing instructional tasks with students in small groups and one-on-one settings, record keeping, and supervision. In addition, serves as a resource to staff in managing student behavior.

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. Follows and maintains knowledge of applicable District policies and procedures.
2. Works directly with students with a variety of special needs.
3. Monitors and assists students in all settings with academic work and behavior
4. Maintains safe environment for students at all times.
5. Assists with physical management of students including lifting, moving, positioning, feeding, and toileting or diapering and safe management of disruptive behavior, which may include deflection or restraints when necessary under direction of the teacher.
6. Implements and assists with IEP as directed by teacher.
7. Assists staff with general office tasks.
8. Follows prescribed daily schedule as outlined by the building administrator.
9. Plans daily activities and instruction for students under the direction of the teacher.
10. Obtains special training as directed to meet unique needs of assigned student(s).
11. Administer medications within the scope of District policy(ies) and state and federal law, under the direction of licensed staff or building administrator.
12. Interacts thoughtfully and courteously with students, staff and parents/guardians and resolves conflict in a professional manner.
13. Attends work regularly and is punctual.

WORKPLACE CONDITIONS

1. Possible exposure to bodily fluids due to student or employee illness or injury.
2. Work is performed indoors and outdoors in the school setting.

Instructional Assistant 1
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- 3. May be required to obtain a First Aid and/or CPR Card.
- 4. Occasionally performs other duties as required

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

MINIMUM TERM OF EMPLOYMENT: Current work year is 10 months of the school year as per the Instructional Assistant work calendar, subject to change as necessary .

SALARY LEVEL: As specified in the Classified Salary Schedule

EVALUATION: Annual evaluation in accordance with district requirements

PHYSICAL REQUIREMENTS: Instructional Assistant 1, DLC and Opportunity Room

1. Employee may need to:				
a. Stand	Continuously	Frequently	Occasionally	Not at all
b. Walk	Continuously	Frequently	Occasionally	Not at all
c. Sit	Continuously	Frequently	Occasionally	Not at all
d. Drive	Continuously	Frequently	Occasionally	Not at all
2. Employee may use hands for:				
a. Single grasping	Continuously	Frequently	Occasionally	Not at all
b. Pushing & pulling	Continuously	Frequently	Occasionally	Not at all
c. Fine manipulation	Continuously	Frequently	Occasionally	Not at all
Employee may use wrists for:				
a. Twisting/turning	Continuously	Frequently	Occasionally	Not at all
3. Employee may need to:				
a. Bend	Continuously	Frequently	Occasionally	Not at all
b. Twist	Continuously	Frequently	Occasionally	Not at all
c. Squat	Continuously	Frequently	Occasionally	Not at all
d. Climb	Continuously	Frequently	Occasionally	Not at all
e. Reach(above shoulder)	Continuously	Frequently	Occasionally	Not at all
f. Reach (extension)	Continuously	Frequently	Occasionally	Not at all
4. Environment:				
a. Outside	Continuously	Frequently	Occasionally	Not at all
b. Inside	Continuously	Frequently	Occasionally	Not at all

5. *Lifting/Carrying: Max Weight: 75 lbs Continuously Frequently **Occasionally** Not at all
6. *Pushing Pulling: Max Weight: 50 lbs Continuously Frequently **Occasionally** Not at all

* Identified items typically involving these activities are: assisting students, wheelchairs, devices to assist students,

Light work: Lifting 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 5-10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

EMPLOYEE STATEMENT:

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

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

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Date

Employee Signature