



David Douglas School District #40 Classified Job Description

INSTRUCTIONAL ASSISTANT - AUTISM

Schedule: 6 hours per day / 9 months per year / About 176 days per year
Class: 10

POSITION PURPOSE

To assist Autism Specialist and teachers in instructional activities and working with students with special needs to help them achieve skill levels not possible for them in a regular classroom setting.

NATURE AND SCOPE OF RESPONSIBILITIES

- Assist in the instruction of students identified with ASD with moderate to significant learning needs.
- Under direction of ASD consultant and teacher, adjust lesson plan or teaching strategy during instructional activity as necessary to achieve IEP goals and objectives.
- Assist teachers and ASD consultants in the planning and implementation of individualized education program, instructional plans and learning experiences.
- Assist instructional assistants and teachers to learn best practices for supporting students with ASD.
- Model evidence based practices to IAs and teachers for small group and 1:1 instruction, often without direct ASD consultant oversight.
- Confer with school licensed staff to provide feedback on student performance.
- Attend in-service and workshop training related to area of assignment; apply training to instructional responsibilities.
- This position is itinerant and moves from building to building instructing and assisting in classrooms based on priority need as determined by supervising ASD consultants and administrator.
- Meet and communicate regularly with ASD consultants to update and monitor progress towards assignment goals.
- For students with special needs, duties may include providing for students' personal care needs (i.e. wheelchair transition, bathroom needs, recording medical and personal care needs, physical movement and lifting of students, etc.).
- Perform other duties, as assigned.

QUALIFICATIONS

- Must have had 2 years of college or hold an Associates Degree or completed the district paraprofessional training.
- Prior experience in working with students required.
- Bilingual preferred.
- Knowledge of English usage, spelling, mathematics, and a basic understanding of subjects and conditions in which the Instructional Assistant is to provide assistance.
- Type with accuracy, using a word processing program on the computer, comfortable with data entry as well as office machines and audio-visual equipment as needed.
- Knowledge of classroom practices and procedures and school operations and personnel.
- Ability to project a pleasant manner and relate well to students and their requests for assistance.
- Flexibility and patience in supervising and instructing students with a variety of skill levels.
- Ability to plan and organize materials for use in instruction.
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with students, parents, and staff.
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff.

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test, criminal background check and fingerprinting. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.