



## DAVID DOUGLAS SCHOOL DISTRICT #40 JOB DESCRIPTION

### **SUPPORTED LEARNING CLASSROOM - INSTRUCTIONAL ASSISTANT**

*(Life Skills, SLP- Behavioral, SLP-Academic)*

Schedule: 6 hours per day / 9 months per year / About 184 days per year

Class: 10, starts

### **POSITION PURPOSE**

To assist teachers in instructional activities, assisting students with special needs to help them achieve academic, social, emotional and independent skills.

### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Participates actively in the process of collecting specific data related to students' behaviors and contributes to the development of students' behavior support plans through sharing data and observations.
- Implements social skills instruction and behavior intervention plans specially designed by the teacher and behavior support staff utilizing crisis prevention intervention strategies including, when necessary, the use of safe restraint or seclusion techniques.
- Utilizes district approved de-escalation and physical intervention techniques when needed in both specialized and general education classroom settings and in non-instructional locations within and around the school environment.
- Provides input into the development of individualized sensory plans for students; supports students' development of self-regulation ability through the skillful use of sensory tools; guides students to interact with tools to decrease behavioral escalation intensity and frequency.
- Communicates with students during instruction and interpersonal interaction using language structure, tone and body language that promotes positive student behavior, conflict resolution and problem solving, effective management of power struggles and applies proactive strategies for management of escalating behavior.
- Builds students' ability to communicate through consistent use of communication methods, implementing them with fidelity as instructed by the speech/language pathologist and classroom teacher.
- Meets students' physical, communication, and instructional needs by using adaptive equipment and technology.
- Performs health tasks and implements individualized protocols, as delegated by the medical staff and assigned by the classroom teacher.
- Wears protective gear as directed by the classroom teacher, behavior consultant, and/or administrator.
- 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.).
- Assist in supervision of students in the classroom as well as other settings on campus.
- 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, 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.

## **QUALIFICATIONS** Continued

- An understanding of and empathy for students with special needs and familiarity with techniques for instruction and assistance.
- Ability to plan and organize materials for use in instruction.
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally 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.
- Ability to complete and demonstrate competency from specialized training sessions by professionals (RN, Physical Therapist, Nutritionist, Speech Pathologist, Occupational Therapist, Behavioral Interventionist, Assistive Technologist).

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate to high degree of physical stamina, with frequent lifting of up to 10 pounds and the possibility of lifting in excess of 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/school grounds). 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.

### **Classified Instructions:**

If you are a Classified employee you will click on the word "**Internal**", which is located on the top right of the screen. You will be taken to a section where you will fill out minimal basic personal information. The minimal basic personal section is a one-time only registration. You will then be taken to the Classified Transfer Request Form. In the future, if your personal information (name, address, phone number, or location) changes, it is your responsibility to update those changes in the system.

Apply at: <https://daviddouglas.schoolrecruiter.net>

### **External Applicant Instructions:**

If you are an External Applicant applying for a position, you will complete the **EXTERNAL** TalentEd application. **Please see link above.**

## **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 and criminal background check. 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.