

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Job Title Instructional Assistant
Supervisor's Title _____
Date Prepared 11/91 **Date Reviewed** 3/99 **Date Reviewed** _____
Employee/Incumbent Review **Immediate Supervisor Review** **GCEA Review**
Dpt Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____
Location _____ **Lane** _____
Implementation Date _____ **ADA Review** _____

Job Summary

The Instructional Assistant works under the direction of certified staff by performing a variety of duties. The Instructional Assistant shares the responsibility for the safety and general care of students, from the time they leave home on the bus, until their arrival home after school.

Essential Functions

1. Works under the direction of the designated certified staff (teacher therapist, nurse, administrator) in implementing students' individual educational programs (IEP's).
2. Supervises students indoors, outdoors and in the community to insure the safety of students.
3. Provides clerical services, prepares instructional materials, collects data and performs other instructional tasks as assigned.
4. Performs, under the direction of certified staff, such tasks, as operating equipment, providing seizure care, special health care and observation, toileting and lifting students, and other appropriate responses to student needs.
5. Assists nurses with gastronomy tube feeding, catherization, seizure / control therapy, diet control and other health care services and medical procedures under the direction of the school nurse.
6. Assists with motor development programs under the direction of the assigned physical and occupational therapists.
7. Assists with communicating with hearing and sight impaired. Works with students in and around swimming and therapy pools.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Must be skilled in interpersonal relations for effective work with staff and students. Must be flexible and adaptive in responding to student needs. Must show initiative (within authorized limits). Must have ability to follow through and complete assigned tasks. Must show patience and tenacity -- and be responsive to feedback and instruction. Must be able to properly use equipment, i.e. VCR, TV, computers, OPTPT equipment, overhead projector, film projector, and

other instructional equipment used in the classroom.

Minimum Requirements for Education and Training

Must have a high school diploma or equivalent with demonstrated basic competence in reading, writing, communication, math and computer use. Must successfully be able to learn to perform tasks in these primary areas: feeding, toileting, bus safety, basic health care, use of adaptive equipment, proper methods of lifting, speech/language for effective communication, motor development, behavior interventions, instructional techniques (academic, vocational readiness, personal care, independent living skills, etc.), CPR and First Aid, communication through signing -- and other skills as outlined in the IEP. Must follow directions, work with minimal supervision and motivates students to work productively and cooperatively. Supervises students, as assigned, indoors and outdoors to ensure their safety. Under the direction of the certified staff, works with individual students and small groups.

Minimum Requirements for Prior Work Experience

No prior work experience is required, but must have references to establish personal trustworthiness, honesty, dependability and integrity.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

May make routine decisions in a structured environment. Provides an appropriate model for student language, behavior and attitude.

Interaction with Others (Non-Supervisory)

Interacts with staff, some parents/guardians, community partners, counselors and other district staff.

Supervision

N/A

Working Environment

Supervision of students requires both indoor and outdoor responsibilities, in all types of weather, including working with students in the gym and in the swimming and therapy pools. Must effectively manage stress arising from working with students with critical medical and behavioral needs.

Physical Demand Characteristics

Must be able to properly move 40 lbs. alone and assist with heavier weights. Must be able protect self and to control physical outbreaks from students.