

JOB DESCRIPTION # 42.1

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Instructional Assistant

JOB CATEGORY: Educational Services Support Staff

REPORTS TO: Program Director

BASIC FUNCTIONS: To assist the classroom teacher by: providing direct instruction to students, assisting in classroom organization, implementing behavior management plans; assisting in physical intervention when necessary, assisting student in community settings, assisting teacher in collecting progress documentation and performance data.

SCOPE: This is a direct service position assisting the classroom teacher and supporting students who have behavioral challenges and developmental disabilities.

QUALIFICATIONS: High School Diploma and 2 years experience working within a similar setting is preferred.

SCHEDULE: Instructional Assistants are required to work 40 hours per week, Monday through Friday on the School Calendar (September 1 through June 30); optional summer hours are available.

RESPONSIBILITIES/OBJECTIVES: As directed by the classroom teacher, Instructional Assistants:

- Assist students by providing instruction in reading, writing, math, vocational, daily living and other skills.
- Assist with activities consistent with the IEP goals and objectives for each student.
- Provide small group and/or 1:1 instruction.
- Help to ensure that students are on task and actively engaged in learning.
- Help to ensure that student learning is facilitated by efficiently organizing instructional materials.
- Assist teacher in classroom and student management.
- Implement behavior management plans and reinforcement procedures.
- Implement classroom rules and routines appropriately.
- Manage time efficiently and effectively.

- Prepare written documentation as requested including progress notes, communication logs, and data collection.
- Assist in physical management of students as necessary using proper, approved techniques.
- To perform additional duties as required or directed.

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.
- To participate in CPI trainings, pass course and implement techniques appropriately and safely.

PHYSICAL REQUIREMENTS: Ability to drive. Ability to lift up to 50lbs. on occasion. Ability, with training, to perform appropriate physical restraint as needed. Ability to complete CPI training and implement as necessary.

STATUS: Non-Exempt.

STATE CONTRACT CROSS REFERENCE TITLE: # 136

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date