

Inclusion Instructional Assistants Qualifications/Duties

Position Title: Inclusion Instructional Assistants
Immediate Supervisor: Supervising Classroom Teacher
Approved: 05/12/09

POSITION SUMMARY

Assist the regular education teacher and the special education teacher in developing, monitoring and implementing differentiated instructional activities in the regular classroom; provide instructional support to all students within the classroom especially those students with disabilities needing assistance; participate in staff development activities supporting effective strategies for successful inclusion; participate in weekly planning sessions with the regular and special education teachers to support the inclusion of children with disabilities within the regular education classroom

EDUCATION AND EXPERIENCE

High school diploma or equivalent.
Must meet "Highly Qualified Status" as outlined in the NCLB Act
Must have basic computer skills.

QUALIFICATIONS

Demonstrate the ability to:

Perform duties under general supervision,
Utilize initiative and good judgement in the scheduling of work,
Ensure the accuracy of work,
Assist students or teachers with problems.
Deal with a variety of persons and situations requiring a high degree of courtesy and tact,
Handle volume of work and meet deadlines,
Be sensitive to students' needs,
Work in cooperation with teachers, students and administration,
Maintain confidentiality of information associated with position,
Understand instructions and underlying principles,
Understand meanings of words and ideas associated with position,
Perform arithmetic operations quickly and accurately,
Perceive pertinent detail in verbal or tabular material,
Coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed,
Move the fingers and manipulate small objects with the fingers rapidly and accurately,
Move the hands easily and skillfully,
Perceive or recognize similarities or differences in colors, or in shades or other values of the same color,
Perform the essential functions and requirements of the job, and
Must meet satisfactory health standards.

ESSENTIAL FUNCTIONS

Type, duplicate, and assemble student materials, with an emphasis on differentiated instructional activities, as directed by teachers.

Assist teacher in the classroom by working with individual students or small groups under the direction of the teacher.

Perform technology-related tasks as assigned by the teacher, which may include assisting students with the use of instructional software within the classroom.

Construct instructional bulletin boards and laminate instructional materials designed to support differentiated instruction within the classroom

Based on individual student IEPs and/or teacher direction, the Inclusion Teaching Assistant may accompany students with disabilities who participate in special classes such as Music, Art, P.E. , Library, etc...to ensure appropriate monitoring and support are provided within multiple inclusion settings

OTHER RESPONSIBILITIES

Assume other special activities and/or responsibilities as assigned by the principal or supervising teacher.

PHYSICAL ABILITIES

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

- Lifting, carrying, pushing, and/or pulling.
- Climbing and/or balancing.
- Stooping, kneeling, crouching, and/or crawling.
- Reaching, handling, and/or feeling.
- Talking and/or hearing.
- Seeing
- Manual dexterity