



Division of Human Resources

JOB DESCRIPTION

Job Title: Exact Signed English Instructional Assistant - Special Education

Wage/Hour Status: Non-Exempt

Reports to: Campus Principal

Pay Grade: P3 uncertified
P5 certified

Dept./School: Special Education Director

Date Revised: February, 2010

Primary Purpose:

Assist teacher in planning and implementing the young adults' Individual Educational Plan (IEP) focusing on involvement in a community environment in the following life domains: lifelong learning, employment, adult living, recreation & leisure and community participation.

Education/Certification Requirements

High school diploma or equivalent.
Basic first aid knowledge.
SAMA certification.
Must know Exact Signed English

Special Knowledge/Skills:

Must have experience and know Exact Signed English. -Certification a plus.
Ability to work well with a variety of young adults, parents and community individuals.
Strong organizational skills, communication and interpersonal skills.
Ability to promote independent skills and self advocacy with students

Experience

Minimum of one year experience working directly with individuals with disabilities, preferably auditory impairments.

Major Responsibilities and Duties:

1. Assist assigned student utilizing Exact Signed English
2. Assist teacher by interpreting directions and assignments to student
3. Provide physical assistance to students as needed in self help skills to include mobility in environment.
4. Assist student in recess, breaks, and lunch and other transitions.
5. Assist teacher with preparation of materials.
6. Assist student getting on and off transportation.
7. Adhere to all policies and procedures of local district.

Supervisory Responsibilities:

None.

Equipment Used:

Computers, phones, copiers, videotape equipment, printers, fax, shredder, basic office machines, bus or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Transferring students in and out of wheelchairs, walkers as necessary. Variety of working conditions depending on the needs of students.