

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Senior Instructional Assistant

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
A	1	1
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Non-exempt
<p><b>CLASS SUMMARY:</b> Incumbents are responsible for providing classroom assistance/instruction, under the direction of a certified teacher or community education program coordinator, for children who have special needs, are at risk, are in in-school suspension, are in pre-k or kindergarten extended childcare programs, or are providing other forms of instruction. Duties might include: documenting assignments, providing instruction to targeted “at risk” students, summarizing data and maintaining attendance and progress reports, preparing testing materials, creating instructional materials, supervising students during lunch and recess, communicating student progress with teachers, modifying and adapting instruction for special needs students, assisting with toileting and hygiene activities, assisting teachers in preparing lesson plans and materials, instructing special needs children in daily living skills, changing diapers, carrying out IEP goals and objectives, teaching children how to use computers, and monitoring students in in-school suspension.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Senior Instructional Assistant is the second level of a two level instructional assistant series. The Senior Instructional Assistant is distinguished from the Instructional Assistant by its responsibility for providing instructional assistance to children with special needs, are in pre-k or kindergarten extended childcare programs, in-school suspension, are at risk or perform instruction in special settings.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Assists teachers in preparing lesson plans and materials; prepares instructional lessons and testing materials.	Daily	A1
2.	Documents assignments and maintains attendance records, progress reports, student files, Medicaid billing, and other paperwork.	Daily	A1
3.	Communicates student progress to teachers and parents.	Daily	A1

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4.	Grades test and homework assignments.	Daily	A1
5.	Modifies and adapts instruction materials for special needs children.	Daily	A1
6.	Coordinates schedules with classroom teachers, speech teachers and Structured English Immersion (SEI) teachers.	Daily	A1
7.	Escorts children from bus to classroom and between classes.	Daily	A1
8.	Provides clerical support such as photocopying and creating bulletin boards by using office equipment.	Daily	A1
9.	Carries out IEP goals and objectives.	Varies	A1
10.	Monitors student behavior in the classroom, during lunch, during recess, and in in-school suspension.	Varies	A1
11.	Provides instruction for targeted “at risk” students in areas such as reading, mathematics, computers, writing, and basic living skills.	Varies	A1
12.	Assists with toileting needs and hygiene needs including changing diapers; assists and monitors feeding of students.	Varies	A1
13.	Keeps in contact with Health Office to administer medication to students.	Varies	A1
14.	Provides physical therapy.	Varies	A1
15.	Performs other duties of a similar nature or level.	As Required	N/B

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**Knowledge** (position requirements at entry):

Knowledge of:

- Basic first aid and CPR;
- Basic mathematical, reading, and writing;
- Basic child growth and development;
- Restraint training;
- IEP training.

**Skills** (position requirements at entry):

Skill in:

- Using office equipment;
- Preparing group activities and instructional lessons;
- Applying physical therapy techniques;
- Solving problems;
- Monitoring behavior;
- Maintaining records;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (May vary depending on specific assignment)

High School Diploma or General Equivalency Diploma (G.E.D.) and one year of experience working either in a school or working with children with special needs, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

First Aid and CPR certification. Verification should be sent to Special Programs District Office.

Title One Program Assistant positions require a two-year degree, or 60 credit hours from an accredited university, or passing grade on a state-approved paraprofessional exam.

Early Childhood Education Program positions may require a minimum of 12 college credits in Child Development/Early Childhood Education/Early Childhood Special Education or a Child Development Associate.

Licensing Requirements: (Position requirements at entry for Staff who will be working in Special Education Program)

- Current First Aid and CPR certifications.
- AHCCCS number to submit Medicaid billing (within four weeks of hire).

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**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

Incumbents may be subjected to body fluids.

Medium Work: Lifting up to 120 pounds occasionally, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

Revised: 3/99

Revised by Human Resources:

6/02

9/05

8/07