

**KYRENE SCHOOL DISTRICT  
CLASS SPECIFICATION**

**INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION/  
MIDDLE SCHOOL ISI (In-School Intervention)**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Instructional Support	A/1/2	Nonexempt

**CLASS SUMMARY:**

The Instructional Assistant Special Education/M.S. ISI is the third level of a three level series. Incumbents, based upon assignment, are responsible for providing classroom and resource room assistance and instruction to special education students under the direction of a certified teacher or coordinates and monitors the academic assignments of students in In-School Intervention (ISI) in middle school.

Duties include documenting assignments, providing instruction to targeted special needs and at risk students; modifying and adapting instruction for special needs students; instructing special needs students in daily living skills; 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, assisting with toileting, diapering, and hygiene activities, assisting teachers in preparing lesson plans and materials, carrying out IEP goals and objectives; teaching children how to use computers; monitor and manage behavioral plans and expectations of students in ISI programs, coordinate and provide character education within the ISI program.

The Instructional Assistant Special Education/M.S. ISI is distinguished from other Instructional Support classes in the focus on either providing service most of the time to assigned students with special education needs or assigned to the middle school ISI program.

**ESSENTIAL DUTIES:**

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
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Documents assignments and maintains attendance records, progress reports, student files, Medicaid billing, and other paperwork; communicates student progress to teachers and parents; grades tests and homework assignments; escorts students from bus to classroom and between classes; and provides clerical support such as photocopying.

Daily  
15%

A/1

Based on assignment, assists teachers in preparing and modifying lesson plans and materials, instructional lessons, and testing materials for targeted special education students consistent with IEPs providing instruction for "at risk" students in areas such as reading, math, computers, writing, and basic living skills or within the middle school ISI program coordinates and monitors academic assignments, coordinates and provides character education, monitors and manages behavioral plans and expectations and enters discipline data into the District discipline electronic system.

Daily  
50%

A/1



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<b><u>ESSENTIAL DUTIES CONTINUED:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Assists with toileting and hygiene needs including changing diapers; assist and monitors feeding of students and works with the health office to administer needed medication to students.	Daily 15%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

**Training And Experience:**

High School Diploma or GED and one year of related experience is required; based upon assignment, other related training and/or additional related experience may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- May require First Aid Certificate per licensing requirements;
- May require Cardio Pulmonary Resuscitation (CPR) Certificate per licensing requirements;
- As assigned, 60 hours of secondary education may be required;
- As assigned, successful completion of the paraprofessional test may be required.

**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Basic first aid and CPR;
- Basic math, reading and writing;
- Basic child development and special education needs;
- IEP execution;
- Standard behavior modification practices; and
- Safety procedures.



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**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Problem solving, behavior monitoring, and record keeping including related systems;
- Preparing group activities and modifying instructional lessons for special education students;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of office equipment and computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

**ADA and Other Requirements:**

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

Incumbents may be subject to body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

Revised by Human Resources 10.05.09

Revised by Human Resource Services 07.12.10

