

# SHERIDAN SCH DIST 48J

## Special Education Instructional Assistant - Part-time (2360)

### JOB POSTING

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#### **Job Details**

*Posting ID*                    **2360**  
*Title*                            **Special Education Instructional Assistant - Part-time**  
*Description*                **Location:** Sheridan AllPrep Academy (SHAPA)  
   **Hours:** Tentatively 10:30 am - 3:30 pm, Tu-Thu

#### **Overview:**

Under supervision, the Special Education (SpEd) Instructional Assistant assists in the supervision of students and the implementation of both behavioral and instructional programs. They perform a wide variety of instructional duties including assisting high needs students in groups, or in one-on-one settings, often without direct teacher supervision; detailed instructions are given at the beginning of an assignment and on subsequent new assignments. However, after the employee becomes familiar with particular procedures, the work can be completed more independently. The employee should have patience and a genuine appreciation of youth. The SpEd Instructional Assistant receives general supervision from an assigned administrator and work direction from other licensed staff.

#### **Essential Job Duties:**

- Assist high needs students in groups, or in one-on-one settings.
- Supervises students, as directed, following all safety rules and taking all reasonable precautions to provide a safe, disciplined, and secure environment.
- The following is a list of areas that you could be directed to supervise a student including but not limited to: classrooms, playground, cafeteria, hallway, bus loading and unloading areas, office, health room, restrooms, gyms, emergency drills, assemblies, and other areas as needed.
- With training, may administer medication.
- May assist students with washing, toileting (may include lifting on and off toilet), diapering, dressing and undressing, grooming and other activities necessary for maintaining personal hygiene and neatness.
- Observing students and assisting in recording student development and progress; informing licensed staff of any unusual academic or disciplinary problems.
- Interpreting and implementing a behavior management program; trains and assists students in behavior management; provides education regarding appropriate interpersonal actions; responds to discipline problems; acts as a role model.
- Assists with the preparation of instructional materials by using copy machine or AV equipment, computer, and resource materials.
- Assists students in their understanding of instructional concepts by reemphasizing the basic elements of teacher-directed activities with those students needing additional and repetitive assistance.
- Contributes to the student effectiveness by maintaining classroom discipline.
- Helps maintain a positive school-wide learning environment.
- Assists with the correction of student work.
- Keeps accurate records and charts of student progress and routine clerical work.
- Use of program or setting-specific software programs for both instruction and maintenance of student and program records.
- Assists others in the matters of filing, sorting, data collecting and organizing materials.
- Complies with professional development activities and training as required by the district.
- Maintain regular and consistent attendance and punctuality.
- Fulfills working conditions and physical requirements as required by specific job assignment.
- Fulfills other related duties as assigned.

#### **WORKING CONDITIONS:**

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files, reports and supplies; lifting light objects and lifting and positioning students. Intermittent walking, bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. On feet throughout the day. May need to move rapidly to intervene in situations where a student's safety is being jeopardized.

May be required to restrain a student using moderate strength (20-50 pounds push or pull) and Mandt techniques. Always working to deescalate a situation. Constant moving around a classroom to assist various students. May be required to assist with behavior plans in order to manage and monitor student behavior and safety.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge:

- Principles, practices and techniques of instruction related to assignment.
- Appropriate provisions of IDEA (Individuals with Disabilities Education Act), or the ability to rapidly acquire a working knowledge of such provisions.
- Proper child care techniques.
- Techniques and methods of student supervision and classroom management in settings involving moderate to severe learning and physical disabilities and social/behavioral problems.
- English usage, spelling, grammar and punctuation.
- Modern office methods, practices, procedures and computer / office equipment.

Skills and Abilities:

Possess the physical ability to regularly attend work and fulfill the essential functions of the position, with or without reasonable accommodation.

- Deliver instructional programs to students who have moderate to severe learning and physical disabilities and/or social/behavioral problems.
- Read, understand, and carry out oral and written instructions.
- Accurately transfer, record, or convey information.
- Work effectively in an environment which can be both physically and emotionally fatiguing.
- Work with students who may exhibit aggressive assaultive behavior, as required of specific job assignments.
- Empathetically support students who have learning and/or physical disabilities.
- Work with students who require attention to basic feeding and personal hygiene needs, as required of specific job assignments.
- Learn Mandt techniques, as required of specific job assignments.
- Learn growth and development principles of students with special needs according to area of assignment.
- Learn basic first aid and safety requirements.
- Work in a team situation.
- Understand and follow health protocols and learn how to deal with bodily fluids.
- Understand and appropriately interpret Health Management Plans.
- Understand and appropriately interpret Individualized Education Programs (IEP's) or behavior plans.
- Work independently in the absence of direct teacher contact, to carry out the goals and objectives of an IEP or behavior plan.
- Type at a speed necessary for successful job performance.
- Perform physical job tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Adhere to the federal requirements for a drug-free workplace.

**EDUCATION AND EXPERIENCE:**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Equivalent to the completion of the twelfth grade, supplemented by college level course work or special vocational training in special education principles and practices, behavior management; and/or procedures related to basic physical/medical needs and personal hygiene. May require Highly Qualified (HQ) Certification if assigned to a Title 1 school.

Two years of responsible instructional assistance experience, preferably involving contact with students who have some form of learning, physical disability or social/behavioral needs.

**Closing Date: Open until filled**

**Employment Dates: 2023-2024 school year**

**Current Staff Application Requirements:**

- [TalendEd Recruit and Hire Internal Application & Letter of Interest](#)

**Outside Application Requirements:**

- Application (thru [TalendEd Recruit and Hire](#))
- Letter of Interest
- Resume
- Three letters of Recommendation
- Copy of Transcripts
- Copy of Certification

**Salary: Per Classified Bargaining Agreement**

**For More Information:** Contact [Melissa Love](#) at Sheridan School District

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990.

*Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status, and disability if the employee, with or without reasonable accommodation, can perform the essential functions of the position.*

<i>Shift Type</i>	<b>Part Time</b>	<i>Salary Range</i>	
<i>Salary Code</i>	<b>Annual</b>	<i>Job Category</i>	<b>Classified</b>
<i>External Job Application</i>	<b>Classified</b>	<i>Internal Job Application</i>	<b>Internal</b>
<i>Location</i>	<b>Sheridan School District</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>10/11/2023</b>	<i>General Start Date</i>	<b>10/11/2023</b>
<i>Internal End Date</i>		<i>General End Date</i>	

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
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**Default**

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**1271**

**Special  
Education  
Instructional  
Assistant -  
Part-time**

**Alternate Job Contact**

*Name*

*Title*

*Location*

*Phone*

*Email*

**References**

*Automatically Send  
Reference Check*    **Yes**

*Reference Check  
Form*

**Classified Survey**