

4J SCHOOL DISTRICT

Job Title:	INSTRUCTIONAL ASSISTANT LEARNING DISABLED	Dot #: 099.327-010
Work Hours:	6.25 hours daily/9 1/2 months per year.	
Job Summary:	<ul style="list-style-type: none"> ·Assists the teacher in planning and instituting educational and behavioral management programs. ·Performs instructional assistance to teacher and variety of tasks in support of preparation for educational process. ·Assists the teacher in providing services that enable students with developmental or other learning disabilities an additional opportunity to benefit from education. 	
Qualifications:	<ul style="list-style-type: none"> ·High school diploma or equivalent. ·Previous training, education or experience in instructional techniques and behavioral management and modification preferably toward disabled students. ·Previous training in basic clerical skills and demonstrate ability to type. ·Knowledge of grammar, math, language arts, social sciences, health, penmanship and reading principles. ·Ability to adapt standard educational curriculum to the specialized needs of students with learning disabilities. ·Ability to use or learn to use Apple IIe computer software. ·Must possess a valid driver's license. 	
ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
Physical:	<ul style="list-style-type: none"> ·Standing/Walking: Frequently; throughout workshift while performing classroom duties, P.E. classes, recess supervision, field trips. ·Sitting: Occasionally; while performing classroom duties. ·Lift/Carry: Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. For heavier lifting, assistance is available. ·Bending/Twisting: Occasionally; at knees/waist/neck while throughout day. ·Push/Pull: Occasionally, exerting a force of 5-20 pounds; while moving supplies. ·Climbing/Balancing: Rarely; may use step stool. ·Kneeling/Crouching/Crawling: Occasionally; may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior. ·Hands/Arms: Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required. ·Sight/Hearing/Speech: Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment. 	
Mental:	<ul style="list-style-type: none"> ·Must possess necessary communication skills, written and oral to complete assignments. ·Must be able to read, write speak English. Possess interpersonal skills to work well with various types of students. ·Must be able to work independently with assigned student and exercise creative problem solving ability. ·Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students. ·Dependability, adaptability, patience, consistency, high level of communication skills, with resourcefulness are helpful, as is ability to deal with stress of working closely with disabled students. 	
Work Conditions:	<ul style="list-style-type: none"> ·Work is performed 80% within the school classroom setting. 20% is an outdoor educational setting such as physical education, recess, walking, field trips. ·Hazards may include slippery surfaces. ·Equipment: General office equipment, computer, 10-key, copier, sports equipment, outside equipment. 	