

**JOB DESCRIPTION**  
**Nebo School District**

**Instructional Technician - ASSERT Classroom**

**Purpose Statement**

The job of Instructional Technician - ASSERT Classroom is done for the purpose/s of working with autistic students one-on-one; following educational and specific behavioral plans; documenting students' daily activities; teaching and modeling appropriate behaviors and interactions with students and staff.

This job reports to the Classroom Teacher

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**Essential Functions**

- Attends weekly meetings and trainings with supervisor for the purpose of increasing skills, discussing student's progress, and training.
- Documents student's daily activities (e.g. behavior, completed assignments, on/off task times, etc.) for the purpose of completing daily point sheets and student's hourly activities under the direction of the classroom teacher.
- Implements lesson plans, activities and processes under the direction of the classroom teacher in support of IEP goals for the purpose of achieving student success in social and academic goals.
- Models appropriate behavior and interactions with student and staff for the purpose of demonstrating appropriate behavior.
- Prepares written materials (e.g. data sheets, anecdotal logs, etc.) for the purpose of documenting activities, providing written reference, and complying with established guidelines.
- Remains with student at all times for the purpose of providing for the safety of student, removing student when necessary and de-escalating situations outside the classroom.
- Uses emergency procedures for the purpose of keeping students safe when responding to safety concerns.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; utilizing behavior management tools; and utilizing observed behavior as an assessment tool.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: behavior management and autism.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and

utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; communicating with diverse groups; maintaining confidentiality; working as part of a team; displaying patience and compassion; advocating for students rights; and working with frequent interruptions. Have the ability for regular and reliable attendance.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Valid Driver's License

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Not Rated

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