

Instructional Technician - Cluster Unit

Purpose Statement

The job of Instructional Technician - Cluster Unit is done for the purpose/s of assisting in the supervision, care and instruction of students with significant disabilities under the supervision of a certificated teacher; observing and documenting student progress; implementing educational and specific behavioral plans; documenting students' daily activities; modeling appropriate behaviors and interactions with students and staff; and assisting students by providing for special health care needs.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the SpEd Unit Teacher

Essential Functions

- Adapts classroom activities, assignments and/or materials as directed for the purpose of providing an opportunity for all special education students performing at different levels and/or with different functional limitations to participate in instructional programs.
- Administers first aid, daily living care, medical and non-medical assistance (e.g. diapering, tube feeding, colostomy bags, medication, etc.) for the purpose of providing appropriate care and/or developing children's daily living activities and behavioral skills.
- Collaborates with teachers for the purpose of fulfilling students IEP goals.
- Implements behavioral plans designed by the IEP team for the purpose of assisting in meeting special education students' needs and providing a consistent learning environment.
- Implements academic instruction for individuals or small groups (e.g. cooking, math, reading, spelling, music, etc.) for the purpose of meeting learning goals, as described by an IEP and/or district benchmarks.
- Maintains instructional materials and/or student records (e.g. adapting instructional materials, checking papers, attendance, audio visual equipment, set up art/science projects, data collection, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors special education student(s) (e.g. lunch, school bus loading zones, playground, classroom, field trips, assemblies, kitchen, etc.) for the purpose of providing a safe and positive learning environment as well as covering for a teacher when he/she is called out of the room for other meetings.
- Participates in meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, behavioral intervention training, etc.) for the purpose of acquiring and/or conveying information relative to job functions.

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: preparing and maintaining accurate records; adhering to safety practices; and administering first aid.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures and stages of child development/ behavior.

ABILITY is required to schedule activities; 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 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 may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups including children with limited verbal skills; displaying compassion and patience; maintaining confidentiality; and working as part of a team. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is not required.

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

Equivalency .

Required Testing

Certificates

CPR/First Aid Certificate

Continuing Educ./Training

Clearances

FLSA Status

Approval Date

Salary Range

Non Exempt