

Instructional Technician - Special Education Jr. High & Alt. School Resource

Purpose Statement

The job of Instructional Technician - Special Education Jr. High & Alt. School Resource is done for the purpose/s of improving students success in the basic academics (e.g. reading, language and/or math); observing and documenting student progress; following educational and behavioral plans, and modeling the necessary skills to perform assignments.

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

This job reports to the Building Principal

Essential Functions

- Adapts classroom activities, assignments and/or materials, as directed, for the purpose of providing support and/or reinforcement of classroom objectives for all special education students.
- Administers progress monitoring tests for the purpose of assisting in the evaluation of students' progress and/or implementing student IEP objectives.
- Assists school personnel in monitoring individual and/or groups of students in various situations (e.g. lunch, school bus loading zones, assemblies, playground, classroom, etc.) for the purpose of providing a safe and positive learning environment, as well as covering for a teacher when she/he is called out of the room for other meetings.
- Collaborates with teachers to provide direct instructional services to individuals, or small groups of students (e.g. reading, math, self-esteem, behavioral skills, etc.) for the purpose of implementing IEP goals for remediation of math, language, and reading deficits to promote student success.
- Implements behavioral plans designed by the IEP team for students with behavior disorders, and other instructional plans for students for the purpose of assisting in meeting the special education student needs and providing a consistent learning environment.
- Maintains instructional materials and/or student records (e.g. adapting instructional materials, checking papers, data collection records, attendance, audio-visual equipment, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Participates in in-service workshops and training for the purpose of receiving and/or conveying information related to job functions.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

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: operating standard office equipment adhering to safety practices using pertinent software applications preparing and maintaining accurate records.

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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; age appropriate activities; health and safety standards.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select 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: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with frequent interruptions. 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 some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some 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 desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Associates Degree, 45 hours of post high school instruction, or pass District proficiency test in compliance with No Child Left Behind legislation if working in a Title 1 School

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

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