LEHIGH CAREER & TECHNICAL INSTITUTE

Position Description

Position Title: Instructional Assistant

Qualifications/Certification:

1. Associates Degree or two years of college work or paraprofessional certification preferred.
2. Experience working in an educational setting preferred.
3. Able to understand and work with special needs students.
4. Excellent communication and organizational skills.
5. Be physically able to accommodate all facets of the job on a daily basis.

Reports To/Supervised By: (as assigned)

1. Director of Career and Technical Education
2. Director of Academics and Special Programs
3. Supervisor of Special Education
4. Supervisor Career and Technical Education

Responsibilities:

1. With direct supervision from a teacher, provides assistance in implementing plans and programs related to the academic or functional skill attainment for students with mental, physical, and/or emotional learning challenges.
2. Provides academic and physical assistance to students with disabilities as directed in one-to-one or in small group settings.
3. Assists teachers with academic instruction and implementing students’ Individual Education Program (IEP).
4. Assist in providing research-based behavioral interventions and supervision as directed by administration and teaching staff.
5. Assist in implementing the lesson plan.
6. Assists the teacher in rewriting the materials to meet academic levels of a student or group of students.
7. Makes student observations, collects data, and gives input to teachers as requested, related to student progress.
8. Attend pertinent conferences, workshops and in-service programs to meet and/or maintain professional development requirements.
9. Complete daily documentation and send weekly updates to the special education facilitators including, but not limited to, support needs, chronic absenteeism, behavioral concerns, etc.
10. Performs such other tasks and assumes such other responsibilities as the Supervisor of Special Education or his/her designee may assign.
Physical Requirements of Job:

MEASURED IN TERMS OF FREQUENCY

<table>
<thead>
<tr>
<th>Not At All</th>
<th>Occasionally 1 - 33%</th>
<th>Frequently 34 - 66%</th>
<th>Constantly 67 - 100%</th>
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</thead>
</table>

LIFTING:
- Up to 10 lbs: Frequently
- 11 to 20 lbs: Occasionally
- Beyond 20 lbs: Not At All

BODY MOVEMENTS:
- Bend/Stoop: Frequently
- Climb: Occasionally
- Kneel: Occasionally
- Push: Occasionally
- Pull: Occasionally
- Twisting: Occasionally
- Standing: Frequently
- Sitting: Frequently
- Walking: Frequently

Terms of Employment:

Length of Work Year: 187 school and in-service days.

Evaluation:

Performance will be evaluated by Supervisor.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the LCTI of any and all reasonable accommodations that will be required.

LCTI is an equal opportunity employment, educational, and service organization.

I have read and understand the requirements of the job and I can perform the physical requirements of the job either with or without reasonable accommodations.

_____________________________
Applicant’s Signature

2017-2018  7/12/17
kj
JobDesc/Instructional Assistant