



**Capital Area School for the Arts
Charter School**

Position: Special Education Instructional Assistant (Therapeutic)

Reports To: Teacher, Principal, and School Operations Manager

SUMMARY

The Special Education Instructional Assistant (the Assistant) is a staff employee, directly responsible to the teacher(s) to whom he/she is assigned to work. The Assistant provides support and intervention to students through teacher-directed strategies and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under teacher supervision, implements instructional lessons and evaluates student progress within the classroom and student's IEP, 504 Plans, or building-level support plans.
- Under teacher supervision, plans and prepares materials for instruction.
- Under teacher supervision, implements strategies to meet the individual and collective needs of the students.
- Assists students, individually or in groups, with instructional activities, skills reinforcement, review, and re-teaching at the direction of the teacher.
- Assists teacher in monitoring student behavior while in class or throughout the school area.
- Organize and maintain all student records electronically and in files
- Manage all registration and school-wide paperwork
- Communicate with parents and other stakeholders regarding CASA
- Assist in filling building-wide student supervision needs
- Monitor students during online learning times
- Track and report grades and other student information using PowerSchool
- Manage clerical duties in support of teacher activities (filing, making copies, send fax documentation, answer the phone and any other clerical duties as needed)
- Operate security system (Sonitrol/Visitor Management System)
- Support lunch supervision of students
- Assist with scheduling of auditions
- Monitor doors – exit and entry
- Marginal Functions will vary with the specific assignment and depend on the particular position function for which the person is responsible.

- Clerical Duties (copying, paper correcting, laminating, attendance, etc.)
- Cafeteria and Hallway Duties
- Arrival/Dismissal Duties
- Other duties as assigned

This position will require:

- High School Diploma
- *Completed a minimum of two (2) years post-secondary study at any accredited college/university, or *Possess an associate degree (or higher) from any accredited college or university, or *PA Credential of Competency for Special Education Para Educator Certificate, or Successfully pass the CAPE (Comprehensive Assessment of Paraprofessional Educators Exam)
- Acquire and maintain Highly Qualified status in accordance with paraprofessional requirements.
- Experience with children, exceptional and/or non-exceptional.
- Basic computer skills, including word processing, e-mail, accessing and creating files, and utilizing the Internet.
- Must attain and maintain current, or be willing to attain and maintain: Certificate in First Aid, CPR, AED, Crisis Management, Mental health First Aid (or equivalent).
- Must attain and maintain all criminal background clearances as required by the state of PA.
- Maintain confidentiality.
- May be asked to complete CPI/Restraint training.

- Strong technology skills (PowerSchool, CAOLA, Excel, Word, PIMS, TIMS)
- Strong organizational skills
- Excellent professional “affect”

*State requirements for Paraprofessionals

The Assistant will:

- Be self-motivated, proactive, and able to multitask
- Demonstrate professionalism and adhere to confidentiality rules
- Show compassion in dealing with the physical, social, and emotional needs of students.
- Display a cooperative attitude in working with all staff members.
- Communicate clearly with staff, students, and parents.

WORK ENVIRONMENT & PHYSICAL DEMANDS CHART – CLASSROOM ASSISTANT

PERCENTAGE OF WORK TIME	1-33%	34-66%	67-100%	PERCENTAGE OF WORK TIME	1-33%	34-66%	67-100%	PERCENTAGE OF WORK TIME	1-33%	34-66%	67-100%
1. Standing/Walking	X			16. 51 Pounds or more	X						
2. Sitting		X		DOES THIS JOB REQUIRE?				EXCHANGE OF IDEAS:			
3. Twisting	X			17. Working in hot, cold, wet surrounds	X			31. Ability to express or exchange ideas			X
4. Lifting/Carrying	X			18. Working outdoors	X			32. Ability to understand communication of others with or without adaptive devises.			X
5. Pushing/Pulling	X			19. Working with or near chemicals	X						
6. Climbing (Ascending descending)	X			20. Potential exposure to communicable diseases	X			Obtaining impressions through the eyes of the shape, size, distance, motion, color or other characteristics of objects with or without adaptive devices.			
7. Bending/Stooping	X			21. Working near radiation sources	X			THE MAJOR VISUAL FUNCTIONS ARE:			
8. Using arm muscles frequently or for extended periods.		X		22. Working with hazardous waste materials	X			33. Acuity, far - clarity of vision at 20 feet or more.		X	
9. Using leg muscles frequently or for extended periods.	X			23. Utilizing essential upgraded or adaptive equipment as industry standards require	X			34. Acuity, near - clarity of vision at 20 inches or less.			X
10. Using back muscles frequently or for extended periods.	X			24. Using hand tools	X			35. Depth perception - three-dimensional vision. The ability to judge distance and space relationships so as to see objects as they actually are.		X	
LIFTING REQUIREMENTS				25. Operating vehicle	X						
11. 2 - 10 Pounds		X		26. Potential for cuts and bruises	X			36. Field of vision - the area that can be seen up and down or the right or left while the eyes are fixed on a given point.		X	
12. 11 - 20 Pounds	X			27. Using a calculator	X						
13. 21 - 30 Pounds	X			28. Using a personal computer			X	37. Accommodation - adjustment of the lens of the eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distance from the eye.			X
14. 31 - 40 Pounds	X			29. Regular Attendance/ Punctuality			X				
15. 41 - 50 Pounds	X			30. Ability to do Math Literate			X	38. Color vision - the ability to identify and distinguish colors.	X		