



METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

JOB DESCRIPTION

Title: Instructional Assistant (IA) for Life Skills/Functional Academics Classroom

Qualifications: Completed a minimum of 60 college credit hours (verify credits earned through transcripts or diploma). OR take the ParaPro PRAXIS exam with a score of 460 or greater is required.

Reports to: Building Principal and/or Assistant Principal

Performance Responsibilities:

1. Assist with getting students off and on buses
2. Assist students in a one-on-one or small group setting
3. Accompany students to general education and special area classes and support them in those areas
4. Follow schedule as provided by lead classroom teacher
5. Utilize de-escalation techniques with students when behaviors and emotions are becoming escalated
6. Maintain records and collect data as directed by the teacher
7. Reinforce and support social skills acquisition and maintenance
8. Participate in in-service and other trainings as requested by lead teacher and or administration to build upon skill sets to better support students
9. Provide personal care to special education students as needed (e.g. changing diapers, assisting with personal hygiene, feeding, etc.), which may include light lifting
10. In the event of extended school closure or E-Learning day, participate in 1-1 or small group virtual services, frequent communication with parents/guardians, providing modified curriculum, meeting weekly with school team, etc.
11. Performs other assigned duties from school leaders as requested