



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Instructional Assistant for Special Education
Department: Special Services
Reports To: Principal/Supervisor for Special Services/Teacher
Salary Guide: WWPSA; Ten-month contract
Prepared Date: December 20, 2023

Position Summary: The Instructional Assistant for Special Education assists licensed staff members in creating a positive learning environment to facilitate the personal, social-emotional, behavioral and intellectual development of all students. The IA is an integral part of the educational team because he or she provides the support students need, promotes the achievement of the students' educational and individualized goals and learning objectives by providing supplemental services to assist the classroom teacher in meeting individual education programs (IEPs).

Qualifications: Instructional assistants must hold a high school diploma and 60 credits from an accredited college or university. Associates degree preferred. Excellent oral and written communication skills. Knowledge and understanding of child growth and development and of the diverse needs of students with special needs is essential.

Essential Duties and Responsibilities:

- Assist the special education teacher in developing classroom curriculum based on individual students' needs.
- Provide support in imparting specialized education based on individualized lesson plans.
- Provide prompting, cueing, and redirecting student participation to the tasks at hand.
- Provide organizing and managing of materials and activities.
- Perform specialized tasks to achieve instructional, behavioral, personal and social learning objectives.
- Assist special education teacher with behavior intervention procedures.
- Help students with their mobility needs and ensure provision of a safe classroom environment.
- Provide instruction based on lesson plans and assist individual students in comprehending concepts.
- Perform assessment of personal, social-emotional, behavioral and intellectual needs of students.
- Monitor students during activities and downtime and intervene in case of adverse activities.
- Assist in activities of self-care for students.
- Adapt to classroom activities and assignments to serve the purpose of reinforcing classroom objectives.

- Apply and remove physical therapy equipment to students such as body brace and leg braces.
- Communicate with students to determine their needs and ensure that they are fulfilled properly.
- Assist lead teacher in developing and adapting individualized teaching methods to meet the individual needs of students.
- Observe students for changes in behavior or physical health and report observations to lead teacher.
- Create and submit student observation reports.
- Supervise and assist students during indoor and outdoor activities.
- Assist in facilitating the personal, social-emotional, behavioral and intellectual development of students.
- Assist in establishing a positive learning environment, and respond to the individual needs of students.
- Ensure that all activities conform to building and district guidelines.
- Communicate effectively with all members of the school district.
- React to change productively and handle other tasks as assigned.
- Appropriately operate all classroom equipment.
- Reinforce lessons presented by teachers by reviewing material with students one on one or in small groups.
- Enforce school and class rules to help teach students proper behavior.
- Maintains confidentiality of information about students.
- Assist with the supervision of student/s during emergency drills, assemblies, play periods, lunch periods and/or field trips.
- Participates in in-service training, as scheduled.
- Willingness to support student with significant developmental delays that may have a behavior plan and include actions such as biting, hitting, pinching.
- Performs other appropriate duties or tasks that may be assigned by the Special Education supervisor, supervisor, or building principal.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Genesis Employee Portal and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

Students with special needs may demonstrate behaviors that are indicative of emotional and behavioral disorders, communication issues and challenges from physical disabilities. Instructional assistants may, at any time, be reassigned to another location or student(s), based on district and student needs. In addition to meeting educational requirements, special education assistants must also be able to meet the physical demands of the job,

which includes bending, pushing, and moving. Staff members must be able to walk for extended distances, and accompany students on stairs. Lifting may include supporting students during toileting or moving from one space to another. Dexterity of hands and fingers to operate a variety of standard office equipment and classroom learning tools. Personal care for students may be required, this includes but is not limited to, feeding, toileting, other tasks involving cleanliness for a student. Moving quickly may be required to support student who may elope. Clarity of vision at varying distance to monitor student's behavior during classroom activities. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner. CPR and First Aid certification may also be required.

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 1/23/2024

Certified by: 

Assistant Superintendent for Personnel