

**JOB OPENING ANNOUNCEMENT
NORTHWEST EDUCATIONAL SERVICE DISTRICT 189**

POSITION TITLE Instructional Assistant	SUPERVISOR Site Administrator
DEPARTMENT Special Programs and Services	WORK STATION Northwest Regional Learning Center Everett, WA
SALARY RANGE \$14.55 min - \$16.38 max d.o.e., per NWESD 189 10-11 Classified Salary Schedule I.10.	CONDITIONS OF WORK 6 hours/day, 5 days/week, 199 paid days. Position will start 2010-2011 school year.

SUMMARY: The primary role of the Instructional Assistant is to assist at-risk or court-adjudicated students in high school in achieving academic and behavioral goals. The Instructional Assistant provides essential support in facilitating the overall safety and effectiveness of the school operations through student supervision, instructional support, behavior intervention and management, as well as operational/clerical support. These tasks are performed under the direction of certified teachers and under the supervision of the Site Administrator.

ESSENTIAL FUNCTIONS:

The following essential functions are common to all program Instructional Assistants although the application of such may vary slightly due to the level of student developmental abilities/issues.

- Provides consistent, active supervision of individual, small groups, and whole groups of students throughout daily programming in the classroom, during non-instructional time such as recess, lunch, break periods, and bus loading/unloading, as well as during off-campus outings and activities. Performs safety searches of students as directed. Monitors student interactions during the instructional day.
- Maintains active supervision of assigned students in specialized times and settings including: alcove areas, in-school suspension, seclusion area, and before/after school detention.
- Under the direction of, or in conjunction with the teacher, carries out a variety of individual, small group, or whole groups instructional activities to implement academic, social, vocational/life skills, health/safety, technological and recreational curriculum including motivational support and reinforcement of student efforts and achievements.
- Provides supervision and assistance to students transitioning to lesser restrictive placements as directed.
- Assists with the assessment of student performance as well as collecting and organizing behavioral data regarding student performance on an ongoing basis. Attends student IEP conferences as directed.
- Tracks attendance and other daily student needs. May have contact with parents, guardians, former teachers and administrators, and community agencies as directed.
- Transports students via program vehicles or community transit as required.
- Participates in direct behavioral/social/interpersonal skills instruction with students throughout the course of daily programming. De-escalates disruptive student behavior to prevent crisis escalation if warranted.
- Monitors student health/hygiene and responds according to established program procedures.
- As directed by the teacher and/or Site Administrator, prepares instructional and programming materials; assists with correcting/grading student assignments; orders, schedules, and performs record keeping of student and classroom materials; assists with the utilization of technical equipment; and coordinates classroom activities.
- Shares in the overall responsibility for maintenance of facilities as well as the health and safety of the school environment.
- Attends staff meetings and professional development activities.

Supervisory: This position does not have direct supervisory responsibilities of NWESD employees, however, the position does require general supervision of students and may require general oversight of substitute Instructional Assistants.

OTHER JOB FUNCTIONS:

- Performs related duties as assigned.* At the time of the interview additional job functions will be provided*

QUALIFICATIONS:

Associate's degree or higher, or at least forty-eight (48) semester hours or seventy-two (72) quarter hours from an accredited institution of higher education; (official transcript required to validate education) supplemented by two (2) years progressively knowledgeable and responsible experience working with special education students, with emphasis on teaching appropriate behaviors and work/life skills for ultimate employability; with demonstrated administrative support skills and ability to effectively communicate program goals and objectives.

Experience with at-risk or behavior-disordered students strongly preferred. Requires certifications and training in CPR, first aid, behavioral management, and aggression control techniques as applicable to assigned functional area. Washington state driver's license and acceptable driving record required.

WSP/FBI criminal history background finger print clearance required.

Requires knowledge of:

- The field of assignment sufficient to perform completely and accurately the full scope of responsibility as illustrated by example in this position description.
- Program goals and objectives.
- Normal child development.

*Related duties as required are duties that may not be specifically listed in the Position Description but are within the general occupational series and responsibility level typically associated with the employee's classification of work.

Requires knowledge of (cont.):

- Human services, judicial systems, and special needs students in relation to program goals and objectives may be required.
- Issues related to children with special needs including severe behavior disorders, substance abuse, developmental disabilities and health impairments.
- Elements of effective instruction to assist teaching and learning as developed by the certificated/licensed staff.
- Characteristics and interpersonal dynamics of at-risk and special needs students. Knowledge and skill in applying behavioral intervention techniques with children and youth.
- Basic academic subject areas and demonstrated competency in such.

Requires the ability to:

- Work in a diverse educational establishment in which the population consists of students who have serious behavior disabilities.
- Provide positive behavioral support and management.
- Adapt to change and demonstrate patience, flexibility and reliability.
- Serve as a positive role model.
- Remain calm in crisis situations; ability to effectively problem solve under highly stressful and rapidly changing conditions.
- Plan and coordinate activities with other staff members. Must be able to work as a team member and support team efforts.
- Maintain confidentiality of student records.
- Communicate effectively in both oral and written format and to follow written and oral directions. Excellent listening and organizational skills are required.
- Establish and maintain effective working relationships with co-workers, court personnel, probation/parole officers, state employees, counselors, treatment providers, parents, guardians, school district staff, and the general public.
- Establish and maintain a professional relationship with the students.

Licenses and/or Certifications:

Valid First-Aid/CPR certificate required, or be willing to obtain.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed in an educational environment for special needs students in which continual observation and awareness of the surroundings is critical. Must have sufficient stamina, fitness, and coordination to safely participate in physical containment procedures and recreational activities. Lifts and carries a maximum of 40 pounds. Transporting students may be required. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

Hazards: Due to the nature of the population of the school, hazards include but are not limited to exposure to weapons, threats, verbal abuse, spitting, fighting, kicking, hitting, punching, biting, scratching, hair pulling, throwing of objects and other forms of physical aggression.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer. It is the policy of the Northwest Educational Service District No. 189 to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status or physical or mental disability.

APPLICATION PROCEDURE:

Applications will be accepted **until filled**.

A complete application file must include the following:

1. Completed Northwest ESD 189 Classified/Professional Technical application form.
2. Letter of interest reviewing qualifications and experience related to the essential functions of the position.
3. Current resume.
4. Copy of official transcripts.
5. Signed Letters of recommendation (3 preferred).
6. Fingerprint fee of \$51.25 to be paid by the employee upon hiring.

<p><i>Application materials and questions about the application process are directed to:</i></p>	<p><i>Specific questions about the position are directed to:</i></p>
<p><i>Kristine Juhl, Personnel Assistant Northwest ESD 189 1601 "R" Avenue Anacortes, WA 98221 360-299-4057</i></p>	<p><i>Peter Roth, Site Administrator Northwest Regional Learning Center 206-366-7910</i></p>