



Position Description

Position Title	Instructional Assistant I (Instructional Paraprofessional)	FLSA Status	Non-Exempt
Last Revised	7/8/2024	DOE Code	9101
		Pay Grade	

Position Summary

Assist the classroom teacher as needed, support students with disabilities with instructional activities, in and outside of the classroom, and provide overall support and supervision to students throughout the school day.

Essential Job Functions (Duties, Tasks and Responsibilities)

- Assist teachers and other school personnel in the implementation of Individual Education Plans (IEP) for students; facilitate student learning by implementing IEP adaptations and modifications which may include the use of assistive technology and adaptive equipment.
- Actively support and facilitate student learning by assisting students with completing assignments, participating in school learning activities and developing a positive attitude towards learning; ensure students are given reasonable opportunities to take action prior to intervening in order to maximize independence.
- Escort student to and from areas in and outside of the building to ensure student safety; assist students with getting off and on the school bus.
- Assist students in daily living skills required for self-sufficiency, such as safety, hygiene, appearance, household chores and food preparation; support students in acquiring personal development skills, including self-advocacy; assist students with personal care needs as needed.
- Monitor individual and groups of students in a variety of settings and actively facilitate student participation and inclusion in activities such as host district classes, lunch, physical education, breaks, field trips, community based learning experiences, job sampling and shadowing opportunities, internships and transitional activities.
- Maintain a direct relationship with each student to facilitate student learning, social membership, the development of natural supports, and community inclusion.
- Manage student behavior and utilize appropriate corrective methods to modify behavior; assist in implementing established Behavioral Intervention Plans.
- Model appropriate communication, professionalism and everyday social interactions for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner; facilitate student communication, interaction with peers and the development of sound social skills.
- Provide supports consistent with the individual's transitional goals; coach students at community based learning experience, job sampling, and internship sites to facilitate the acquisition of work readiness skills and the completion of job duties to the employer's standards.
- Communicate student progress, strengths, areas of need and concerns on a regular basis to principal, teachers and other relevant school personnel.
- Collaborate with school staff to promote the student's educational, physical and social development and to resolve concerns with the student's behavior or academic progress.
- Assist teachers as needed with maintenance of the classroom and setting up instructional activities.
- Ensure confidentiality and the privacy of individuals by safeguarding *Protected Health Information*, in whatever form, as required by company policy, HIPAA and other relevant regulations; ensure information entrusted to the company by others and considered confidential is not disclosed to external parties or to employees without a "need to know".
- Report suspected violations of the company's code of ethics and Compliance Program, including any violation of law, regulation, or third-party payer program requirement.
- Maintain accurate and complete records, both paper and electronic, in compliance with CEA policies, NJ Department of Education (DOE) regulations and other related legal requirements.
- Document students' daily activities and submit accurate reports on a timely basis.
- Participate in development and training activities to stay current with best practices in general and special education, maintain credentials, and comply with DOE/company requirements; stay current with legislative and legal developments impacting area of responsibility.



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- Participate in IEP and other student meetings when appropriate; attend organizational meetings for the purpose of acquiring and/or conveying information relative to job functions.

Working Relationships

- Report to *Teacher, Special Education 1B*; work under the direction of other instructional and professional support staff.
- Must work professionally with peers, other CEA staff, students, host district personnel, customers, community work experience sites, and other diverse individuals.

Position Competencies (Required Knowledge, Skills and Abilities)

- Establish and maintain cooperative, respectful, productive and supportive working relationships with people of diverse backgrounds, cultures, and perspectives; strong alignment with organizational mission, vision, and values; possess high professional ethics.
- Communicate effectively with supervisors, co-workers, students, parents, host district personnel, and others outside the organization; strong communication skills, including listening, written and verbal.
- Maintain and protect the confidentiality of information entrusted to the company; exercise good judgement in evaluating whether information is confidential, what would be the potential ramifications of disclosure, and with whom the information could be shared.
- Adapt to changes in the work environment; respond to the individual needs of students; deal with unexpected events; demonstrate understanding and patience towards students; respond calmly and effectively to emotionally charged situations.
- Document and record information accurately; follow directions accurately.
- Exercise good judgment; make decisions in the best interest of the student; think creatively and effectively problem solve.
- Strong ability to use computers and software applications used by the company; thorough knowledge of Google Workspace and other relevant company and/or program software applications.
- Knowledge of principles, trends and best practices of general and special education.
- Commitment to the values of least restrictiveness, inclusion, person-centered planning and Employment First.
- Regular, predictable and reliable attendance.

Required Education and/or Experience

- High school diploma or GED with two (2) years of related experience; or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.
- Employee must be 18 years of age and successfully pass established background checks.

Certifications, Licenses and/or Registrations

- N/A

Physical Demands (The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job and are not intended to be all inclusive.)

- Ability to work for extended periods of time while standing and sitting.
- Walking and turning in the knees, back, wrists and shoulders are routinely required.
- Operate a computer, calculator, and other general office equipment.
- Hand movements such as handling, fingering and grasping are regularly required.
- See, hear and listen with or without correction; speak, read, and write English.
- Stooping, crouching, bending, kneeling, climbing, and reaching are occasionally required.
- Lifting of up to 25# is frequently required; ability to physically guide, support, balance, assist, maneuver and help transfer students of varying weights.



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Working Environment

- The employee typically works in a school environment but is required to participate in offsite field trips and visit student community work experience sites to support student learning objectives.
- Position involves travel to and from off-campus learning experiences.
- Occasional exposure to students with aggressive behavior.
- Potential exposure to bodily fluids and communicable disease.

Disclaimer

This job description is not a contract between you and CEA. This job description is also not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice.

Employee

Employee Signature

Date