

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: ESY Special Education Instructional Assistant

Reports To: Executive Director of Special Education

SUMMARY

Assists in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

QUALIFICATIONS/REQUIREMENTS

- Must hold a valid MO DESE Substitute Certificate (completion of 20 hour training program or 36 hours of college credit)
- Must have a general understanding of the objectives of public school education.
- Must be able to initiate instruction and work independently with students.
- Must be available to work all 16 days of the summer school program as well as attend the staff work day on the Monday prior to the start of summer school for a total of 17 staff work days. Please note, for any planned absences you will need to arrange substitute coverage.

ESSENTIAL JOB DUTIES

- Provides direct support to a classroom/SPED teacher and assists in student supervision throughout the day.
- Provides emotional support and encouragement to students.
- Monitor student progress and provide feedback to the teacher.
- Helps maintain a positive and focused classroom environment by redirecting student behavior and addressing minor disruptions.
- Assist with classroom organization, including distributing materials, collecting assignments, and setting up learning centers.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other job-related functions as may be assigned by the immediate supervisor.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work calendar to be in accordance with current pay plan and District Policy.