

Job Description GRANT FUNDED

Job Title: Instructional Assistant IV (PT)

Supervisor: Supervisor of Psychological Services

Position Code:

Pay Grade: 18

Job Classification: Non-Exempt

Contract Length: 20-29 hours/wk (may include summer hours)

Job Summary

Position provides assistance to remote school psychologists and other assessment team members in the administration of special education assessments to students. The work involves facilitating the administration of virtual psychological assessments, including scheduling appointments, preparing testing materials, proctoring tests, recording student responses, and compiling data for comprehensive report. The position may work with students in pre-kindergarten, elementary, and secondary schools, including students with disabilities, and may travel between school sites during the day. All important aspects of the work are subject to detailed and specific procedures which employees follow closely.

Essential Duties

1. Proctors the administration of psychological assessments, following proper test administration protocols as determined by the remote school psychologist.
2. Coordinates evaluation appointments with assigned remote school psychologist(s) and school staff.
3. Prepares testing room with necessary technology and assessment materials and ensures it meets requirements for confidentiality and safety.
4. Escorts students to and from testing sessions; and monitors student behavior to facilitate engagement with assessments.
5. Accurately records student responses during test administration and troubleshoots technical issues as needed.
6. Assist in compiling data for comprehensive evaluation reports, including relevant observations and test results.
7. Follows schedule developed by personnel working with assistant.
8. Prepares materials as requested; performs designated learning and assessment tasks with students covering lessons, topics and exercises; demonstrates or explains lessons, asks questions and prompts students for answers; uses supplementary learning materials.
9. Administer assessment tools to assess student abilities related to desired educational goals, objectives, and outcomes; assists in assessing and evaluating student achievement.
10. Observes and reports students' progress to teachers, reading specialists, or other appropriate individuals.
11. Works with students requiring individual or close attention and those experiencing difficulty; reinforces skills taught by the classroom teacher to small and large groups.
12. Participates in designated staff development and training activities. Special Education assistants who may be required to physically restrain students to ensure their safety and care will be provided appropriate training.
13. Participates in planning meetings with assigned school psychologist(s).
14. May perform general clerical tasks for assigned evaluation cases. Distributes, and collects assessment materials and reports.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Psychological Services or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable

accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess 48 college credit hours, an Associate’s degree or successfully passed ParaPro test. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively using proper grammar. Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Experience using online communication tools such as email, video conferencing and messaging platforms to collaborate and communicate. Experience or adaptability in using digital/online platforms relevant to educational settings, such as learning management systems and assessment platforms.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl. Duties may involve risk resulting from attending to students’ physical or sanitation/hygiene needs. Must be physically capable of frequently lifting or moving up to 50 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: Supervisor of Psychological Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Assistant IV will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date