



Job Title: Instructional Assistant

Employment Status: Full – Time or Part – Time

Reports to: Program Manager

Hours: Monday – Friday, 8:00 a.m. to 4:45 or 8:30 to 5:15 (Full time); 1:30 p.m. to 5:15 p.m. (Part time)

Job Summary: To provide an effective learning environment with instruction based on the principles of Applied Behavior Analysis (ABA) in a classroom setting (including, but not limited to 1:1, 3:1, 6:1) for students with Autism, or other Developmental Disabilities, ages 3 – 22. Provide the support required to effectively teach academic, functional, self-help, social, and communication skills and all responsibilities thereof. Must have the ability to manage and adapt to challenging behavior(s) from student(s) in accordance with VAC policies and protocol.

Job Requirements:

- Ensure student and employee safety at all times.
- Maintain close proximity to assigned student(s) at all times.
- Maintain student and/or classroom program binders and notify Program Manager/Teacher of any concerns regarding student programs.
- Implement VAC techniques and approved methods of intervention for student behavior(s).
- Maintain a professional and objective relationship with students, parents, VAC vendors, supervisors and other employees.
- Lead lessons, instruction, games, and activities as stated in Individual Program Plans (IPP) or Individual Education Plans (IEP).
- Protect and uphold student confidentiality at all times.
- Collect, record, and maintain accurate data pertaining to student’s IPP/IEP goals.
- Work with a variety of students within the Autism Spectrum or with other Developmental Disabilities.
- Maintain organization of student work/classroom area.
- Complete daily assigned job responsibilities at the beginning or end of shift.
- Ability to exercise appropriate behavior modification techniques when necessary.
- Follow appropriate chain of command when faced with concerns related to students, parents, VAC vendors, supervisors and other employees.
- Attends, and actively participates in, all required employee meetings.
- Demonstrates accuracy, thoroughness, and personal accountability; looks for ways to improve or promote quality.
- Adheres to all VAC policies and procedures as outlined in the Employee Handbook.
- Actively participate in community based instruction throughout the year, and actively participate in water activities (changing into appropriate swim attire is required, as outlined the VAC Dress Code).
- Exemplifies VAC’s Mission, Vision and Core Values.
- Performs other duties as assigned.

Job Qualifications:

- Ability to communicate effectively (oral and written) with students, parents, VAC vendors, supervisors and other employees.
- Ability to work as a team, actively participate and collaborate with other team members.
- Knowledge of crisis management techniques preferred.
- Ability to maintain composure, remain objective, demonstrate sound judgment and react effectively in challenging situations.
- Prior experience working with individuals with Developmental Disabilities preferred.
- Flexible and adaptable to student, program, and organizational changes.
- Exhibits a positive, solution oriented and motivating demeanor at all times.

Educational Requirements:

- High School Diploma or GED required (all programs).
- 20 College units or Paraprofessional Certification required (Basic Ed only).
- Minimum of 6 units Child Development (Preschool only).
- 2-year degree or equivalent from a regional accredited university preferred (all programs).

Physical Requirements:

- Lifting and carrying up to 60 lbs. with assistance.
- Frequent squatting, sitting, walking, standing, bending and twisting, kneeling, crawling, climbing.
- Simple grasping with both hands and fine manipulation with both hands.
- Occasional running, pushing and pulling, reaching above and below shoulder level.
- Regular exposure to excessive noise levels.
- Walking and running on uneven surfaces.
- Regular exposure to outside elements, including excessive heat, direct sunlight, cold, wind or rain.

Certificates:

- CPR/First Aid certification preferred.
- Completion of behavior modification training within first 30 days of employment.

APPROVED BY:

Program Director

Date

Human Resources Director

Date

Executive Director

Date

I have read this Job Description, acknowledge receipt, and understand its requirements. I am able to perform these duties as indicated.

Employee Name

Signature

Date