

Lexington Public Schools

Specialized Instructional Assistant - Elementary DLP (1275)

JOB POSTING

Job Details

Title

Specialized Instructional Assistant - Elementary DLP

Posting ID

1275

Description

Position Title: Specialized Instructional Assistant for the Developmental Learning Program (DLP)

FLSA: Non-Exempt

Reports to: Building Principal and Evaluation Team Supervisor

Terms of Employment: Paraprofessional Staff with benefits according to the LEA Unit C collective bargaining agreement.

32.5 hours per week, \$30.45 per hour.

Organizational Scope:

A member of the Department of Special Education, this position reports directly to the building Principal and to the Director of Special Education while working under the direction of the DLP Lead Teacher

Position Responsibilities:

- Tutor individual students under the direction of academic staff
- Support students in DLP and mainstream academic classes
- Facilitate implementation of strategies and interventions to address student's academic and physical needs
- Implement social/emotional intervention plans as developed by team
- Provide coverage for staff
- Communicate with staff regarding student's progress
- Staff and monitor use of reception area
- Triage students to appropriate staff
- Monitor attendance of all DLP students
- Communicate with parent/guardian regarding student attendance/absence
- Collect and maintain contact information for each student including parent/guardian, medical/behavioral health providers and additional as appropriate and maintain student files
- Attend staff meetings, community meetings, and other staff/student activities
- Other duties as assigned

Additional Responsibilities:

- Contribute to a positive and productive environment within the program

Job Qualifications:

BS or BA/ highly preferred Must be willing and able to physically manage students if needed. Classroom experience at the high school level preferred.

Comfort and familiarity with social emotional disability needed. Ability to work in collaboration with a team and flexibility in day to day work tasks.

PHYSICAL DEMANDS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Experience and commitment to working in a racially and culturally diverse teaching and learning community.

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

<i>Shift Type</i>	Part-Time
<i>Salary Range</i>	Hourly
<i>Location</i>	Harrington Elementary School

Applications Accepted

<i>Start Date</i>	08/22/2022
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