



WINGS LEARNING CENTER INSTRUCTIONAL ASSISTANT JOB DESCRIPTION

Job Summary

The Instructional Assistant works as part of an interdisciplinary team to provide an educational program to children with Autism Spectrum Disorder. The position responsibilities are to mainly assist the Lead Teacher/Co-Teacher and include: planning, preparing and implementing curriculum, managing and supporting students using positive behavior interventions and taking data regarding behaviors and IEP goals. The Instructional Assistant reports to the Lead Teacher/Co-Teacher.

Job Duties

Duties and responsibilities include but are not limited to:

- Assist the Lead Teacher/Co-Teacher in developing and implementing developmentally appropriate curriculum for children with autism and other related disorders.
- Assist the Lead Teacher/Co-Teacher in implementing positive behavior plans and systems appropriate to the individual student.
- Assist the Lead Teacher/Co-Teacher to design an appropriate learning environment incorporating appropriate assistive technologies and multi-sensory materials.
- Assist the Lead Teacher/Co-Teacher to complete appropriate documentation and data collections.
- Perform duties necessary to maintain an organized, safe, clean and structured setting for all children and staff.
- Trained in Pro-ACT (Professional Assault Crisis Training) and/or required to be trained when hired by Wings.
- Understand that there are potential aggressive and/or self-injurious behaviors by students.
- Participate in team planning, meeting and development activities as needed.
- Participate in varied projects as needed.

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Qualifications

- At least 1 year experience in working with children with Autism and/or other related disabilities.
- In the process of pursuing a degree for the future career in Autism and/or other related disabilities.
- Knowledge and experience of teaching strategies as applied to children with Autism and/or other related disabilities.
- Ability to work under a minimum of direction.
- Ability to exercise good judgment and make sound decisions in a manner consistent with the essential job functions.
- Ability to operate assigned equipment, including computers and assistive technologies.
- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities.

Emotional Requirements

- Ability to demonstrate courtesy to students, co-workers, parents, and others
- Ability to handle students calmly
- Ability to handle emergencies calmly
- Ability to handle stress calmly
- Ability to meet deadlines under pressure
- Ability to accept feedback professionally and without becoming defensive
- Ability to exercise verbal and physical self-control
- Ability to demonstrate patience
- Ability to communicate professionally
- Remaining alert/attentive at all times, particularly when dealing directly with students

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Physical Requirements

This position may at times include physical activity, including but not limited to the following:

- Sitting
- Stationary standing
- Walking
- Ability to be mobile/running
- Crouching (bending at knees)
- Kneeling/crawling
- Stooping (bending at waist)
- Twisting (knees/waist/neck)
- Turning/pivoting
- Climbing
- Balancing
- Reaching/lifting overhead
- Reaching extension
- Grasping
- Pushing/pulling, lifting/carrying: Employee should be able to push, pull, lift and carry 5-20 pounds frequently, and up to 120 pounds with a co-worker if necessary.
- Manual dexterity/keyboarding

Benefits:

- Competitive Salary, based on experience and training
- Paid vacation time
- Full medical/dental/vision benefits
- Flexible Spending Accounts
- 403B Retirement Plan
- Continuing Education
- Opportunity for varied trainings in the field of Autism

* Please contact Jaejin Lee for more information at lee@wingslearningcenter.org.