

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Instructional Assistant General Education and Special Education Position Description

LOCATION: Various Schools

JOB CATEGORY: Professional Support

PAY GRADE: Grade 6 – Level I & II

CONTRACT: 10 Months

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Building Administrator(s)

GENERAL DEFINITION AND CONDITIONS OF WORK

Provides instructional, behavioral, supervisory, and, where applicable, personal care support to students under the direction of classroom teacher(s) and/or building administrator(s).

Instructional assistants may carry out assigned instructional activities independently, including working with individual students or small groups, and may provide short-term instructional coverage and supervision of students in accordance with division guidelines. Responsibilities may extend beyond the traditional classroom setting and include activities throughout the school building or at school-sponsored events.

ESSENTIAL FUNCTIONS / TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following:
Core Responsibilities (All Instructional Assistants)

- Maintains strict confidentiality of student, staff, and school information in accordance with applicable laws and division policies.
- Collaborates with classroom teacher(s) to coordinate and support instructional efforts and implement instructional activities under the direction of licensed staff.
- Assists in the delivery and reinforcement of instruction to individual students and small groups, including supporting diverse learning needs and general classroom routines.
- Assists with preparation, organization, and maintenance of instructional materials, classroom resources, bulletin boards, and related educational supports.

- Assists with monitoring student progress, including checking work and collecting instructional or behavioral data, as directed.
- Supports a safe, orderly, and positive learning environment by reinforcing classroom expectations, assisting with classroom management practices, and modeling appropriate behavior.
- Provides continuous supervision of students across all school environments and activities, including during teacher planning periods, meetings, lunch, transitions, field trips, instructional coverage, and other school-sponsored activities.
- Assists with student transitions and the safe, orderly movement of students throughout the school day.
- Ensures the safety and well-being of students by following established procedures and taking reasonable precautions to protect students, equipment, materials, and facilities.
- Assists with clerical, organizational, and operational tasks, including maintaining attendance, cumulative records, classroom inventories, and instructional materials.
- Works cooperatively with substitute teachers and other staff to ensure continuity of instruction and student support.
- Demonstrates professionalism through appropriate boundaries with students, ethical conduct, positive interpersonal relationships, and adherence to division expectations.
- Participates in required meetings, training, and professional development activities.
- Complies with School Board policies, administrative regulations, and applicable local, state, and federal requirements.
- Models inclusive, respectful, and non-discriminatory practices in all interactions.
- Performs other duties as assigned by the classroom teacher(s) or building administrator(s) consistent with school/division needs.

Additional Responsibilities – Special Education Support *(As assigned based on student needs)*

- Develops an understanding of each assigned student’s disability and their instructional, behavioral, functional, and health-related needs.
- Implements accommodations, modifications, and supports as outlined in students’ Individualized Education Programs (IEPs), Behavior Intervention Plans (BIPs), and Health Treatment Plans under the direction of certified staff.
- Assists students with academic, behavioral, communication, and functional needs through individualized and small-group support.
- Supports students in general education settings or specialized environments by assisting with tasks impacted by the student’s disability.
- Assists in the implementation of behavior support strategies and maintains consistency in interactions with students with disabilities.
- Supports the delivery and carry-over of related services (e.g., Occupational Therapy, Physical Therapy, Speech/Language, Vision, and Adaptive Physical Education) as directed by licensed providers.
- Assists students with activities of daily living, including toileting, feeding, dressing, positioning, personal hygiene, and care of adaptive equipment, as required.
- Assists with student mobility, lifting, positioning, and physical transfers, including the use of adaptive or mobility equipment, as needed.
- Assists with feeding protocols and supports students who are unable to feed themselves.

- Delivers non-emergency health-related services and implements emergency procedures in accordance with training and division protocols.
- Utilizes universal precautions and follows all health and safety procedures when exposed to bodily fluids or other health-related situations.
- Assists with personal care incidents, including managing and cleaning soiled clothing, in accordance with division procedures.
- Provides continuous supervision of students with disabilities across all instructional and non-instructional settings, including during teacher absences related to planning, meetings, lunch, instructional coverage, or other duties.
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KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates the ability to work effectively and collaboratively with students, staff, families, and other stakeholders while maintaining positive and professional relationships.
- Demonstrates an understanding of, and sensitivity to, the diverse academic, behavioral, developmental, and social-emotional needs of students.
- Demonstrates the ability to follow instructional plans and implement instructional, behavioral, and personal care strategies as directed by licensed staff.
- Possesses effective oral and written communication skills, sound judgment, and the ability to maintain confidentiality.
- Maintains a professional, patient, supportive, and ethical demeanor at all times.
- Demonstrates the willingness and ability to learn and apply specialized techniques, procedures, and division-required training, including obtaining and maintaining certifications such as CPR and First Aid, as required.

EDUCATION AND EXPERIENCE

A high school diploma or General Educational Development (GED) certificate is required. In addition, candidates must meet “Highly Qualified” paraprofessional requirements by satisfying at least one of the following: completion of two (2) years of study at an accredited institution of higher education, possession of an associate’s degree or higher, or a passing score on a state-approved paraprofessional assessment. Relevant experience working with children in an educational or structured setting is preferred.

SPECIAL REQUIREMENTS

Must demonstrate good moral character and serve as a positive role model for students at all times. Must meet all applicable background check and employment eligibility requirements as established by the School Board and the Commonwealth of Virginia.

PHYSICAL DEMANDS / REQUIREMENTS

Work is typically performed in a school environment, including classrooms, gymnasiums, cafeterias, auditoriums, playgrounds, and other indoor and outdoor areas.

The position requires frequent standing, walking, sitting, bending, stooping, and reaching. The employee may be required to lift, carry, or move materials and equipment up to approximately 30 pounds and, on occasion, assist with lifting or transferring students up to approximately 60 pounds, with or without assistance.

Duties may include assisting with student mobility, positioning, and transfers, including the use of wheelchairs or other adaptive equipment.

The position requires regular verbal communication and the ability to hear and respond to spoken information. Visual acuity is required to monitor student behavior, supervise activities, and complete assigned tasks.

The employee may be exposed to indoor and outdoor environmental conditions, including noise and typical school-related hazards. Exposure to bodily fluids may occur; adherence to universal precautions and health and safety protocols is required.

The position requires frequent close contact with students to support instruction, supervision, and personal care, as applicable. Regular interaction with staff and administrators is required, and occasional interaction with parents, service providers, or medical personnel may occur.

Occasional travel for field trips and participation in meetings, trainings, or school events outside of the regular workday may be required.

EVALUATION

Performance will be evaluated by the building administrator(s), in collaboration with the classroom teacher(s), based on the employee's ability and effectiveness in carrying out assigned responsibilities.

Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by law. WCPS is committed to providing a work environment free from discrimination and harassment.