

ARCHDIOCESE OF INDIANAPOLIS
JOB DESCRIPTION
Academic Support Instructional Assistant

I. IDENTIFYING INFORMATION

Position Title: Special Education Instructional Assistant
Location: Bishop Chatard High School
Status: Full Time
FLSA: Exempt
Reports to: Special Education Coordinator
Supervises: N/A

II. PRIMARY FUNCTIONS

Assists Director of Academic Support with providing various levels of support and accommodations to students with educational support plans.

III. POSITION CONTENT

A. ESSENTIAL FUNCTIONS

1. Assist director of academic support with providing various levels of academic support to all grade levels in all subject areas
2. Implement academic accommodations in conjunction with iPad use
3. Maintain confidentiality for students with education plans
4. Supervise students in the academic resource center.
5. Adhere to the standard of excellence of Bishop Chatard High School.
6. Other duties as deemed necessary by the Director of Academic Support to ensure efficient functioning of Bishop Chatard High School

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Knowledgeable in algebra, geometry, and science, or has a willingness to learn
2. Strong organizational skills
3. Good interpersonal skills
4. Self-motivated and flexible
5. Willingness to foster the Church's mission

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
2. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
3. Background screening required
4. Valid driver's license required
5. Must have experience of working with children
6. Associates degree or higher preferred

V. WORKING ENVIRONMENT

Must be able to perform physical activities such as, but not limited to, lifting children or heavy items (up to 50 lbs) unassisted; bending; standing; climbing stairs; or walking. Must be able to work safely in an environment containing biological conditions that may be unhealthy or hazardous, such as bodily fluids, germs, childhood diseases.

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Date of job description:

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____