

Linwood Center, Inc.
Position Description

Title: Classroom Assistant Employee: _____

Supervisor: Clinical Director Start Date: _____
Deputy Director
Education Director

Division: School/Residential Approval: _____
William Moss, Executive Director

Requirements

The Classroom Assistant reports to and is supervised by the classroom teacher and program supervisor under the direction of the Clinical Director, Deputy Director and Education Director. He/she is primarily responsible for assisting in the implementation of each student's Individualized Education Program (IEP). The Classroom Assistant provides assistance with instruction, supervision of students during non-instructional activities, and supervision of students while moving to and from various locations and activities.

The Classroom Assistant is required to have a high school diploma or equivalency and must be at least 21 years old (or 18 years old with an AA degree). Interest in and ability to learn and implement Linwood's philosophy are essential to successfully accomplish the tasks associated with this position. The Classroom Assistant must also demonstrate interest and ability to address the developmental and social emotional needs of individuals with autism. He/she must be energetic and enthusiastic, as well as, patient and understanding. He/she must be flexible enough to work cooperatively with other staff in addressing the physical, educational, social-emotional and behavioral needs of students.

Responsibilities

1. Assist the teacher to plan, develop, and implement individualized educational programs in accordance with curriculum.
2. Assist with the management of student behavior to encourage the best possible educational or vocational experience.
3. Interact with and participate in consultations with supervisors and specialists as appropriate in order to assist in the implementation of the student's IEP.
4. Attend meetings to facilitate comprehensive program planning, when appropriate.
5. Prepares appropriate documentation and reports as assigned. This includes charts.
6. Other duties as assigned.

Position Description: Classroom Assistant (Cont'd)

My signature below indicates that I have been furnished a copy of this position description and that I agree to its contents.

Employee Signature

Date

Revised: 8/04, 12/04, 4/06, 10/07
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