



| JOB TITLE | DEPARTMENT | REPORTS TO |
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| Instructional Support Technician (Grant Funded-Title I) | Federal Programs | Director of School Renewal |

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| Position No: 63093 | Length of Work Year: 11 Months |
| Salary Schedule: VOF | Date Approved: 8/9/11 |
| FSLA: Non-exempt | Date Revised: |

| MINIMUM QUALIFICATIONS |
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| <ol style="list-style-type: none"> 1. High school Diploma or equivalent plus either AA/AS, sixty hours college credit, or passing score on a rigorous locally identified test. 2. Related experience in the field of behavior modification or intervention. 3. Knowledge of word processing skills, Microsoft excel and PowerPoint, certification preferred. 4. Excellent skills in written/oral communications and classroom management. 5. Knowledge of and/or experience with computers and supporting equipment. 6. To understand and apply basic principles of Applied Behavior Analysis. 7. Ability to perform the functions of the position. |
| DUTIES AND RESPONSIBILITIES |
| <ol style="list-style-type: none"> 1. To help develop and support implementation of a data based system for teachers and school-based leadership teams working with students who have learning difficulties. 2. To provide professional development presentations concerning the collection, tracking and charting of pertinent data. 3. Put together data presentations for information and training. 4. To help maintain reports related to student and school progress in identified areas. 5. To conduct student observations classroom using measurements needed for instructional purposes. 6. To collect, graph and present data relating to instructional intervention/Positive Behavioral school programs. 7. Provide technical assistance to schools regarding instructional interventions/PBS implementation and activities. 8. Perform assigned tasks in a timely and efficient manner. 9. Perform assigned tasks with a high standard of quality. 10. Perform other duties as assigned. |
| PHYSICAL DEMAND CLASS: |
| <p>Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required</p> |