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## Auburn University Job Description

Job Title:	<b>Instructional Assistant</b>	Level I	Grade 27 \$20,300 - \$33,800
Job Code:	<b>CA18</b>	Level II	Grade 28 \$22,300 - \$37,200
FLSA status:	Non-exempt		

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### Job Summary

Supports the instruction and training of children enrolled at the AU Autism Center.

### Essential Functions

1. Provides instruction to children in a model classroom setting following classroom teacher directives.
2. Implements established individualized education plans for children receiving special education services under the category of autism spectrum disorder.
3. Supervises children in a model classroom setting during class time to ensure safety.
4. Collects data on individualized education plan benchmarks for children and assists in analyzing and reporting findings.
5. Provides guidance to AU practicum and intern students providing services to children participating in the model classroom.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision.	Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.	High school diploma or equivalent plus 4 years.
II	Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision.	Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work.	High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

**Level I** High school diploma or equivalent plus 4 years.

**Level II** High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

High School Diploma or equivalent

#### Focus of Experience

Experience in instructing and/or assisting with the care of children

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

#### Certification or Licensure Requirements:

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, climbing or balancing, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012

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