



Capstone Academy

The pinnacle of autism education

Instructional Assistant Job Description Summary

Instructional Assistant job responsibilities include providing direct educational services and behavioral supports to students on the autism spectrum using behavior analytic principles and strategies. Instructional Assistants work collaboratively as part of a multidisciplinary team. The Instructional Assistant is responsible for data collection, educational material preparation of instructional programs as well as behavior reduction programs.

Principal Duties and Responsibilities

- Establish comfortable and supportive relationships with colleagues and students
- Contribute to and participate in a positive, professional work environment that emphasizes ongoing collaboration and teamwork
- Implement educational and behavioral programming for students based on the principles of applied behavior analysis, as directed by behavior analysts and classroom teachers
- Collect and graph daily educational and behavioral data for students
- Prepare necessary instructional materials for programming as directed by the classroom trainer
- Contribute to the IEP process
- Attend and participate in weekly classroom meetings
- Attend and participate in monthly staff meetings
- Graph student performance data daily
- Write quarterly progress reports
- Participate in crisis management procedures, when necessary

Education/Experience

- Bachelor's degree in psychology, education, special education, or related field.
- Minimum of one year experience working with students on the autism spectrum preferred
- Sitting, walking, occasional running, some lifting, good fine and gross motor coordination to guide learners, vision, hearing, receptive and expressive English-language abilities as suited to instructional and behavior needs of students.
- This position is best suited for individuals with strong organizational, problem-solving, and analytical skills. Ongoing documentation of student performance is expected and requires proficiency with writing and oral skills.



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