



## Platte River Academy Job Description

**Position:** Special Education Instructional Aide (IA)

**Reports to:** Executive Principal

### Overview

The Special Education Instructional Aide (IA) works collaboratively with special education teachers, general education teachers, specialists, and administrators to provide targeted academic, behavioral, and individualized support for elementary students.

This five-hour daily position will generally include approximately **1.5 hours of small-group academic instruction and 3.5 hours of one-on-one student support**. Responsibilities include leading K–5 small-group mathematics instruction and providing individualized support for students' learning, behavior, self-regulation, independence, and successful participation throughout the school day.

Support may occur within the general education classroom, in individual or small-group settings outside the classroom, and during specials, lunch, transitions, and other school activities.

**Responsibilities** – Duties include but are not limited to:

### Small-Group Instruction – Approximately 1.5 Hours Daily

- Provide direct academic instruction to students in small groups under the direction of licensed teaching staff.
- Lead designated **Kindergarten–5th grade small-group mathematics instruction** using curriculum, instructional materials, and plans provided or supported by the supervising teacher.
- Reinforce previously taught concepts through modeling, guided practice, prompting, and feedback.

### Individualized Student Support – Approximately 3.5 Hours Daily

- Provide **one-on-one support for elementary students with behavioral, academic, and individual learning needs** as assigned.
- Support students within the general education classroom and in individual or small-group settings outside the classroom, based on student needs and service plans.

- Implement accommodations, modifications, behavioral supports, and instructional strategies identified by the student's educational team.
- Support students with academics, attention, task initiation, organization, transitions, self-regulation, positive behavior, and successful participation in classroom activities.
- Provide support during **Art, Music, PE, lunch, transitions, and other school settings** as needed to help assigned students participate safely and successfully.

### **Special Education and Professional Responsibilities**

- Work under the direction of licensed special education staff to support implementation of IEP goals, accommodations, modifications, and student support plans.
- Maintain confidentiality regarding student educational, behavioral, medical, and family information.
- Collaborate effectively with special education teachers, classroom teachers, specialists, instructional assistants, and administrators.
- Demonstrate flexibility as student needs, schedules, and assignments change.
- Perform other student-support responsibilities consistent with the position as assigned.

### **Experience and Knowledge**

- High school diploma or equivalent.
- Ability to work effectively and positively with elementary-aged students.
- Strong communication, organization, and interpersonal skills.
- Ability to follow instructional plans and implement directions provided by licensed staff.
- Ability to maintain confidentiality and exercise appropriate professional judgment.
- Ability to work collaboratively as part of a student-support team.
- Commitment to providing a safe, respectful, inclusive, and supportive learning environment.

### **Preferred**

- Previous experience working with children in a school, childcare, intervention, tutoring, or similar educational setting.
- Experience working with students with disabilities or diverse learning and behavioral needs.
- Experience providing individual or small-group academic instruction.

### **Physical Demands**

- Constant lifting of five (5) to twenty (20) pounds
- Frequent lifting of twenty (20) to fifty (50) pounds
- Occasional lifting of fifty (50) pounds
- Constant bending, squatting, standing, reaching, sitting, walking, kneeling, crawling, stooping, repetitive motions, and overhead work.

## Evaluation and Compensation

- The employment cycle is as follows –
  - Mid-Year Evaluations – Winter
  - Contract Period – Upon hire through May 31, 2027
  - Job Classification – Non-Exempt
  - Part-time – 5 hours per day - All student contact days
  - \$20.00 + per hour base (based on experience/years)
  - Sick leave based on 1 hour of leave per 30 hours worked

Please submit a resume and letter of interest to: [ppeterson@prak8.org](mailto:ppeterson@prak8.org) with *IA Position* in the subject line. You may also mail documents to: Platte River Academy, Attn: **Paige Peterson**, 4085 Lark Sparrow Street, Highlands Ranch, CO 80126. To learn more about Platte River Academy, visit: [www.prak8.org](http://www.prak8.org)

Platte River Academy is an Equal Opportunity Employer and does not discriminate on the basis of race, age, gender, religion, or sexual orientation.