

INSTRUCTIONAL ASSISTANT

TITLE: Instructional Assistant

LOCATION: Building

SUPERVISOR: Principal
Teacher

SUPERVISES: N/A

JOB SUMMARY:

Under general supervision, to assist in conducting intensified learning experiences for students in assigned areas of study; to perform a variety of clerical and supportive tasks for instructional personnel; and to perform related work as required.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
- Tutors students individually or in small groups to reinforce and follow-up learning activity.
- Oversees and supervises students during classroom activities, in library, on field trips, and at lunch and recess.
- Assists in the development of a variety of instructional materials.
- Performs a variety of regular clerical duties, such as filing, typing or duplicating materials.
- Maintains student records, attendance and files.
- Operates a variety of instructional media, office machines and equipment.
- Maintains discipline in the absence of the teacher.
- Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY: Occasionally lifting, pulling or pushing during the normal performance of tasks and responsibilities is required. The work requires frequent walking and standing.

WORK ENVIRONMENT: Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

QUALIFICATIONS:

EDUCATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Complete at least two years of study at an institution of higher education (equal to 60 semester hours); **or**

Obtain an associate's degree (or higher); **or**

Meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment

EXPERIENCE

Some paid or volunteer experience working with children in any educational or child care setting; or any combination of training and experience that could likely provide the desired knowledge and abilities.

OTHER SKILLS AND ABILITIES:

- Excellent organizational, human relations and decision-making skills.
- Proficient in Microsoft Office.
- Maintain cooperative working relationships with students, staff, parents and the general public.
- Correct English usage, spelling, grammar, punctuation, and fundamental mathematical calculation.

LICENSES/CREDENTIAL: Paraprofessional License

TERMS OF EMPLOYMENT: Salary is based on market comparisons as determined through the bargaining process. The work year is 194 days.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of support staff.