

INSTRUCTIONAL ASSISTANT

500.45

REPORTS TO:

Principal

GENERAL SUMMARY OF POSITION:

To assist the teaching staff in a variety of both instructional and non-instructional tasks which provide learning activities that are appropriate for the students at the elementary level.

DUTIES AND RESPONSIBILITIES:

1. Assists in the planning, gathering and preparation of materials to be used by students in group, individual and learning center activities.
2. Assists in organizing classroom materials for various curricular areas and helps develop related activity and learning centers, including visual aids.
3. Assists students either individually or in groups in various activities, i.e. math, reading, journal, computers, etc.
4. Under the direction of the classroom teacher, supervises students in the absence of the teacher.
5. Assists in the collection and maintenance of data for student assessments and individual portfolios.
6. May be asked to attend staff meetings, parent/teacher conferences, or other school activities.
7. Assists classroom teacher in bulletin board designs and other classroom decoration activities.
8. Assists classroom teacher in typing, copying, laminating, and making transparencies for materials for student activities and/or parent/student communications.
9. Assists in administering and grading of tests and homework assignments.
10. Assists classroom teacher in arrangements, chaperoning and follow-up of field trips
11. Supervision of students when entering/leaving building, hallways, playgrounds, and lunchrooms.
12. May be asked to substitute, if qualified.
13. All other duties as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required at the time of hire or for the continuation of employment. Substitute teaching license desired.

Education/Experience

- High school diploma or equivalent. Prefer additional coursework in the education field.
- Minimum of one year working with children.
- Ability to operate office equipment, i.e. copy machine, computer, laminator, typewriter, calculator, etc.

Skills/Abilities

- Ability to work effectively, collaboratively, and positively with students, teaching and non-teaching staff, and parents.
- Ability to use positive and supportive approach when working with students.
- Ability to plan, gather, and organize learning materials to be used by students.
- Ability to perform individual and small group instruction
- Ability to use positive reinforcement and appropriate disciplinary techniques
- Ability to maintain confidentiality of materials.

Language Skills

- Ability to read and interpret documents such as district policies and procedures, teaching materials, handbooks, manuals, computer manuals, etc.
- Ability to communicate effectively with students, staff and occasionally to parents.

Mathematical Skills

- Ability to perform basic math skills – add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Skills

- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Ability to organize time and resources
- Ability to work independently and sometimes in a stressful environment
- Ability to think quickly, maintain self-control and adapt to sometimes stressful or violent situations with students.

Physical and Work Environment

The physical demand and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- An employee must regularly be required to stand, walk, sit, talk or hear, use hands and fingers, handle or feel. Also regularly must be able to bend, stoop, twist, and reach with hands and arms. On occasion, an employee must be able to climb or balance.
- An employee may be asked on a regular basis to lift at least 10 lbs. On occasion, an employee may have to lift a student.
- Vision requirements are close, distance, peripheral and depth perception, and ability to adjust focus.
- Work is performed in a classroom setting, however, employees may be expected to perform duties outdoors in all types of weather.

TERMS OF EMPLOYMENT:

As per contract.

Adopted by the School Board on May 22, 2007