



Position Title: **Instructional Assistant**

Department: Building

Reports To: Principal

SUMMARY: Assists teachers or licensed specialists with instructional activities which allow students to meet benchmark or program standards within the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Assists licensed personnel with individual students or small groups of students to reinforce learning of material or skills. Instructional assistance includes, but not limited to:
 - a. Assist in devising strategies for reinforcing material or skills based on directions of licensed staff;
 - b. Guide independent work, enrichment study and remedial work based upon directions of licensed staff;
 - c. Assists with large and small group activities such as drill work, reading to students, listening to student read, and participate in other forms of communications with students;
 - d. Checks notebooks, corrects papers and supervises testing and make-up work, as assigned by licensed personnel
2. Collects money, records student attendance, and miscellaneous clerical tasks as directed by teacher or specialist
3. Operates and cares for equipment used in the classroom for instructional purposes, including computers, including helping students master equipment
4. Distributes and collects workbooks, papers, or other instructional materials or supplies
5. Assists instructional staff in the supervision of students while they are loading and unloading buses, in gym, on play ground, and during emergency drills, assemblies, plays, and field trips
6. Assists in physical therapy functions, or other special therapies as directed by licensed staff
7. Assists and instructs pupils in personal hygiene, including, but not limited to toileting, diapering, tooth brushing, hand washing, dressing or adjusting clothing
8. Assists and instructs students with feeding skills and other personal care and independent living skills
9. Lifts or assists with lifting students from wheelchairs to changing tables or designated areas
10. Sanitizes classroom and equipment using approved materials; uses universal precautionary procedures when handling body fluids or other potentially infectious materials

11. Assist in managing students who are behaviorally challenged based upon directions of licensed staff
12. Respects the confidentiality of records and information regarding students in accordance with accepted professional ethics, and state and federal laws
13. Establishes and maintains cooperative relationships with other employees
14. Rides bus and assists with loading and unloading of students
15. May be required to restrain students after proper training and under direction of licensed staff
16. Correspond with district staff and stakeholders via email
17. May be asked to translate, if applicable
18. Attend trainings as directed
19. Maintain regular on-time attendance
20. Performs other duties consistent with the position

SUPERVISORY RESPONSIBILITIES: Supervises students under the direction of licensed staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); previous experience with students, especially those with learning challenges. Must meet federal No Child Left Behind qualifications.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos at or above the 10th grade level. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to work with students with mild to severe learning, physical, or behavioral limitations. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 40 lbs and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The employee must be able to handle the stress and frustration associated with non-compliant or limited-ability students or those with behavioral, developmental, or psychological disorders.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date