

INSTRUCTIONAL ASSISTANT - HIGHLY QUALIFIED

Purpose Statement

The job of Instructional Assistant - Highly Qualified was established for the purpose/s of assisting in the supervision and instruction of students under the supervision of a certificated teacher in a classroom; assisting students in performing their academic studies; monitoring students; and providing clerical support to teacher.

This job reports to Principal

Essential Functions

- Adapts classroom activities, assignments and/or materials as directed for the purpose of providing an opportunity for all students performing at different learning levels and/or with different functional limitations to participate in instructional programs.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, IEP meetings, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Confers with teachers and/or parents if requested for the purpose of providing information related to the student's progress.
- Implements lessons for the purpose of assisting students in achieving their academic and social objectives.
- Instructs students in a variety of activities in individual and group settings (e.g. academic subjects, social skills, etc.) for the purpose of reinforcing instructional objectives, implement plans for remediation of students deficiencies in accordance with students individual educational program goals and ensuring students success in school.
- Maintains instructional materials and/or student files/records (e.g. adapting instructional materials, checking papers, attendance, audio visual equipment, set up art/science projects, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors students in various activities (e.g. classroom, playground, halls, field trips, lunch, tests, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and a variety of general clerical functions (e.g. student records, daily progress charts, correcting papers, copying, preparing instructional materials, etc.) for the purpose of supporting the teacher in providing necessary records/materials.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 85% sitting, 5% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

"Highly Qualified" Certificate
CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 41

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____