

## **INSTRUCTIONAL ASSISTANT**

### **Purpose Statement**

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

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.
- Confers with teachers 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 small group settings for the purpose of reinforcing instructional objectives and ensuring students success in school.
- Maintains instructional materials and/or student files/records (e.g. duplicating 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**

- 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.
- 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 basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. 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; and stages of child development.

ABILITY is required to schedule activities; 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 and similar 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 a positive, nurturing attitude; 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. There is a continual opportunity to have some impact on 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 35% sitting, 45% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

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 40

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

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_