



INSTRUCTIONAL ASSISTANT

Department: Instruction

Pay Grade: 102

FLSA Status: Non-Exempt

GENERAL PURPOSE

Helps ensure the educational excellence and success of all students by assisting the teacher with lectures, games, and classroom management. Enforces school policies and procedures. Responsible for instructing students in small groups and one-on-one settings at the direction of the teacher. Documents and helps oversee student progress.

ESSENTIAL JOB FUNCTIONS

- Discusses assigned teaching responsibilities with classroom teacher to coordinate instructional efforts.
- Prepares lesson outline and plan in assigned area and submits outline to teacher for review.
- Follows teacher's outline with suggestions for reinforcement and remediation.
- Presents subject matter to students, utilizing variety of methods and techniques such as reading, lecturing, discussion, and supervised role playing.
- Administers and grades examinations.
- Types exams prepared by the teacher.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Maintains classroom files.
- Substitutes as the classroom teacher when the teacher is absent or away from the room.
- Monitors lunchroom, hallways, and play areas.
- Escorts students to other areas upon the request of the classroom teacher.
- Uses copy machines, laminating machines, computers, typewriter, A-V equipment, etc.
- Assists with classroom clean-up routines.
- Performs clerical duties such as collecting money, checking attendance, cataloging materials, etc.
- Attends PTA meetings and job-related workshops.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Associate's degree required.
- OR demonstrate through a state or local academic assessment (ParaPro Assessment) knowledge of, and the ability to assist with, reading, writing, and mathematics.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of instruction practices and their applications.
- Knowledge of testing and educational requirements.
- Skill in classroom management.
- Skill in working with students of all ages, learning speeds, and special education needs.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write, routine reports and correspondence.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentage.
- Ability to apply common sense understanding to carry out instructional furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to creatively solve problems.
- Ability in the use of school and office equipment and software, up to and including: copiers, computers, laminators, telephones, laptops, document cameras, and Microsoft Excel, PowerPoint, and Excel.

WORKING CONDITIONS

While performing the duties of this job, the employee is working in an office and is occasionally exposed to moving mechanical parts. The noise, light, and temperature levels in the environment are mild.

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 stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and reach with hands and arms. The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date