

JOB DESCRIPTION

JOB TITLE: Instructional Assistant: Title 1/Literacy/Math

Report Identification Code: edittl

Job Purpose Statement: The job of "Instructional Assistant: Title 1/Literacy/Math" is responsible for providing interventions to students. Under direction, the assistant is responsible for implementing a program of intensive reading or math instruction; assessing students' reading literacy or math skills; implementing plans for remediation; providing information on students' progress to teachers, parents and/or other personnel as needed; and supporting teachers with various tasks.

Essential Job Functions:

- * **Assesses** students' reading comprehension, accuracy and fluency for the purpose of evaluating students' needs for support services. (Literacy Focus)
- * **Assesses** students' math aptitude for the purpose of evaluating student's needs for support services (Math Focus)
- * **Provides** direct assistance to teachers for the purpose of enhancing academic supports including, but not limited to, lesson planning, assessments and progress monitoring.
- * **Assists** with developing instructional support materials, for the purpose of enhancing student learning
- * **Utilizes** established classroom management as well as positive behavioral intervention systems for the purpose of creating a successful and positive learning environment.
- * **Observes** and maintains record of student progress to be shared with teachers or other personnel as needed.
- * **Exercises** discretion when communicating with students, parents, community members and other staff members for the purpose of protecting confidentiality consistent with the direction and guidance of staff, administrators, and school/district policies and procedures.
- * **Attends** educational training and implements learning to support students' academic achievement.

Other Job Functions:

- * **Supports** other personnel as needed.
- * **Assists** with the loading and unloading of buses.
- * **Participates** in various meetings and training sessions for the purpose of sharing information and/or improving skills/knowledge.
- * **Supervises** students inside and outside of the classroom to ensure safety.
- * **Proctor** assessments at the direction of the principal or teacher.
- * **Perform** other duties as assigned

Job Requirements - Qualifications:

- * **Experience Required:** Some job-related experience
- * **Skills, Knowledge and/or Abilities Required:**

Skills to: model lessons and work to support certified professionals; analyze situations to define issues and draw conclusions; perform basic clerical functions; perform basic

arithmetic calculations; operate standard office equipment including pertinent computer applications; use English in both written and verbal form to communicate effectively with students and staff; and use correct grammar, punctuation and spelling.

Knowledge of: principles of child development and instructional processes; behavioral risk factors, teaching methods and materials to support early literacy development or math aptitude; and rules and regulations of assignment building/classroom.

Abilities to: incorporate learning from literacy or math trainings into the classroom; understand and address students with varied needs; utilize positive support systems to improve social and academic outcomes; participate in continuing education activities; understand and carry out verbal and written instructions; maintain confidentiality of student records; meet schedules and deadlines; read/interpret/apply rules, regulations, and policies; prepare and maintain accurate records; plan and manage projects; rapidly learn methods and materials used in a variety of instructional situations; administer appropriate assessment instruments and techniques; effectively interact with persons of different age groups and cultural backgrounds; adhere to safe work practices; perform a variety of tasks; adjust to flexible work assignments and schedules; work under time constraints; multi-task and determine priorities; make common sense decisions; implement established curriculum; work cooperatively with others; use software programs to enhance student learning; utilize office equipment including copy machines, computers and other technology to prepare learning materials and resources..

Significant physical abilities include stooping/crouching, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision.

- * **Education Required:** High school diploma or equivalent. Must meet at least one of the following criteria: completed two (2) years successful post high school education with at least 32 semester credits in the core area, or pass the ETS Para-Professional Assessment.

- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance